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SAN FRANCISCO
PUBLIC LIBRARY COMMISSION

The San Francisco Public Library Commission has not always printed its minutes in final form. For the disposition of draft minutes, where final or "approved" minutes are missing, consult the minutes of subsequent meetings

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NOTICE OF MEETING

ATTENTION:

A special meeting called by the Commission President will be held at 5:00 p.m. before the regular meeting. That special meeting will be for the purpose of an employee evaluation closed session. The start of the regular meeting may be delayed. It is possible that the regular session will start later because of the special meeting. The regular session will not start before 5:30PM

The San Francisco Public Library Commission will hold special and regular meetings as follows:

DATE: **Tuesday, January 5, 1999**

TIME: **5:00 PM** **NOTE TIME CHANGE**

PLACE: **Koret Auditorium**
Main Library, Civic Center

The meeting will be called to order

lie L. Brown, Jr.
or

rles A. Higueras, A.I.A.
dent

n A. Streets
President

rry Agnos
nie K. Chin
en A. Coulter
est H. Llorente
ol Steiman
missioners

ina Minudri
Librarian

hael Housh
mission Secretary

AGENDA OF SPECIAL MEETING - PUBLIC EMPLOYEE EVALUATION

1. **PUBLIC COMMENT**

2. **CLOSED SESSION** **ACTION**

   Pursuant to Government Code Section 54957 and San Francisco Administrative Code Section 67.10(b) evaluation of the Commission Secretary, Michael Housh's performance.

3. **OPEN SESSION**

   Pursuant to San Francisco Administrative Code Section 67.14(a), report if any action taken and motion and vote to disclose no information or to disclose part or all of the information discussed in the closed session. **ACTION**

3. **ADJOURNMENT** (requires motion and public comment) **ACTION**

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SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

NOTICE OF MEETING

WILLIE L. BROWN, JR.
Mayor

CHARLES A. HIGUERAS, A.I.A.
President

FRAN A. STREETS
Vice President

SHERRY AGNOS
LONNIE K. CHIN
STEVEN A. COULTER
ERNEST H. LLORENTE
CAROL STEIMAN
Commissioners

REGINA MINUDRI
City Librarian

MICHAEL HOUSH
Commission Secretary

The regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Tuesday, January 5, 1999**
TIME: **5:30 PM**
PLACE: **Koret Auditorium**
Main Library, lower level

The meeting will be called to order
AGENDA:

1. APPROVAL OF THE MINUTES
Presentation of, discussion of, and possible action to approve the Minutes **ACTION** of the special and regular Commission meetings of December 1, 1998.

2. CITY LIBRARIAN'S REPORT by City Librarian Regina Minudri
(This item is to allow the City Librarian to report on recent Library activities and make announcements)
This report will consist of : Main Library re-carpeting update, discussion of art work for the Main's Grove Street entrance, recent new Ocean View branch activities, and description of acceptance of historic San Francisco Unified School District records.

3. LIBRARY SENIOR ADMINISTRATIVE STAFF REPORT
(This item is to allow Library senior staff members to report on recent Library events and make announcements regarding upcoming events and community programs at the Main Library and branches)
A report by Marcia Schneider, Director of Public Affairs, on recent library statistics and upcoming Library programs, events, and exhibitions during January 1999.

4. MISSION BRANCH RENOVATION REPORT
A report by Roger Wong, Department of Public Works

5. NOMINATION OF COMMISSION OFFICERS **ACTION**
Presentation of, discussion of, and possible action to nominate candidates for Commission President and Vice President for 1999.

CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415.557.4233

6. POST OCCUPANCY EVALUATION **ACTION**

Presentation of, discussion of, and possible action to approve the award of a contract to conduct the Post Occupancy Evaluation (POE) of the Main Library.
(A summary of the proposal to conduct the POE is attached. A complete copy of the proposal is available for viewing at the Library Commission office, 6th Flr. Main Library)

7. SUPPLIMENTAL APPROPRIATION OF PUBLIC LIBRARY FUNDS **ACTION**

Presentation of, discussion of, and possible action to approve a resolution requesting Board of Supervisors's approval of a supplemental appropriation of $481,000.00 in California Public Library Funds for Library use. (copy attached)

8. LABOR UNION REPORT

(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

9. NEW BUSINESS

(This item is to allow Commissioners to introduce new agenda items for consideration.)

10. PUBLIC COMMENT

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

11. ADJOURNMENT (requires motion and public comment) **ACTION**

12/28/98 - M.Housh, Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meeting Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level,Koret Auditorium. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

M. Housh 10/17/97

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November 2, 1998

Ms. Susan Hildreth
Deputy City Librarian
San Francisco Public Library
Office of the City Librarian
Main Library, 6th Floor
100 Larkin Street
San Francisco, California 94102

Dear Ms. Hildreth:

After two years of operation, the San Francisco Public Library staff and the commission understand more about their services operation and aspects of the building which are not working well. The library is seeking a team of professionals - including recognized library architects, library consultants and engineers – to discover and prioritize problems, suggest solutions and develop a planning strategy for making changes to the building to better support its operations.

Approach: We expect to organize our study under the five elements referred to in the RFP: public use of library facilities, service and staff operations, design features, maintenance and facilities operations, potential uses for Brooks Hall. The availability of Brooks Hall may provide space for program elements that were too crowded on the day the building opened.

Our approach will be to gather information and provide an objective, empirical assessment of strengths and weaknesses of the library facilities, and recommend changes with associated costs. In developing our report and recommendations, our team's goal is to describe a seamless vision of how best to utilize staffing opportunities and the facility to clarify services for the public and the functionality of back of house staff areas. We will leave the library with a plan that can be managed, funded and implemented over time as well as to contribute to the published literature on library design and commissioning of new buildings.

Schedule: The RFP mentions a schedule with a two-month Draft Report and four-month Final Report. We have proposed a four-month work schedule with working papers at the end of each phase. The draft and final report would then effectively be a summary of the entire four-month effort. This schedule is flexible as far as we are concerned.

Team: The team we have assembled is well known in the field of library management and design; it includes the multidisciplinary skills required for this effort. Because of the solid reputations of individual team members, we fulfill a subtle aspect of this assignment. External criteria do not exist against which to measure all of the problem areas; the professional credibility of the consultants will serve to validate recommendations.

The team is as follows:

Specialty	Firm	Personnel
Architects	Ripley Architects	Ripley, Colby, Schaffer
Library Consultants	F. Mason & Associates	Florence Mason
	Susan Kent Consultant	Susan Kent
	June Garcia Consultant	June Garcia
Structural Engineering	Structus	Henry Chang
M/E/P Engineering	Takahashi Engineers	Raj Jandu
Opinion Survey	Mason Tillman	Dr. Eleanor Ramsey
Ergonomics	Ira Janowitz Consultant	Ira Janowitz
Telecommunications/ Acoustical Engineering	Smith, Fause & McDonald	Peter McDonald
Cost Planners	Adamson Associates	Peter Morris

The team will be lead by Cynthia Ripley of Ripley Architects, who is well known in the field of library design. She will be the point of contact, responsible for scheduling and weaving together the information produced by specialized sub-consultants. Cynthia will be assisted by Stuart Colby and Doug Shaffer, each of whom has worked with Cynthia to design libraries that function well. Cynthia will collaborate with a team of library consultants lead by Florence Mason and including Susan Kent, Director of Los Angeles Public Library and June Garcia of San Antonio Public Library. The consultant group has worked together previously. It is important to include practitioners as well as theorists in arriving at recommendations for change. For change to occur, it has to be practical from the perspective of staff and facility managers.

As a full time library consultant, Florence Mason will structure and conduct the focus groups and work closely with Cynthia to frame issues and solutions, as well as maintain appropriate contact with the Library's Project Team. Susan Kent and June Garcia will be on site less frequently but will be involved in meetings and workshops. As practicing directors of urban libraries, June and Susan will develop practical solutions to the complex problem of providing library services in a busy urban setting. Both Susan and June moved into their positions on the heels of a new building. They too were faced with fine tuning a few years after opening; their experience is invaluable.

Ms. Ripley has worked closely with each the engineering consultants on previous library studies and buildings; they are familiar with civic center buildings and working with city building agencies. Mr. Janowitz, who is affiliated, with Ergonomics Program at UC San Francisco, is working with Ripley Architects on the Berkeley Public Library. Mason Tillman Associates, a research firm based in San Francisco, California, will be responsible for the public opinion survey. Mason Tillman has previously worked with the City and County of San Francisco conducting consumer surveys. These projects have required MTA to collect demographic information about the City and to conduct extensive interviews within the community. Adamson Associates will provide cost information. We work regularly with Adamson Associates on library projects; they have an excellent record in facility cost information and in particular, with evaluating life cycle cost benefit decisions. Florence Mason and Takahasi Consulting Engineers will contribute to operational cost planning.

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All of the members on our team consider this assignment to be a major professional challenge and we are delighted to have the opportunity to contribute to the body of written information regarding the interaction of library services, facilities and equipment. In the design and construction industry, it is recognized that occasionally, patterns of use which are anticipated in the design phases of a major civic project may need reevaluation after the facility is in operation. The bottom line is that the building needs to work for staff and the public; we hope to be able to assist San Francisco Public Library to correct any shortcomings. There are many successful aspects of the building; we will try to reinforce those and make suggestions for change where appropriate.

Yours sincerely,

Cynthia Ripley

Cynthia Ripley, AIA
Principal

2. Project Approach

A. Introduction:

A library building has many functions. The primary one is to enhance access to the library's collections, electronic information services and programs. Access is achieved by having an adequate collection of books and periodicals available and easy to find, having an electronic information interface so that all library users can utilize the library's databases, creating effective staff work areas to facilitate staff interaction with the public and between colleagues, and providing different types of meeting places with enough comfortable chairs and tables suitable for activities such as reading and writing. *While greatly oversimplified, it all comes down to adequate materials and books, accessible electronic access, a helpful staff and sufficient places for reading, writing and meeting.* A library building in all its complex operations ought to support these rather straightforward objectives. The Request for Proposals for Post Occupancy Evaluation of the San Francisco Public Library indicated that the SFPL building does not meet these objectives well enough. The study will focus on the five key areas of concern, which are highlighted in the RFP; use of library facilities; design; staffing operations; maintenance/facilities operations; and potential uses for Brooks Hall, to see if modifications in the facility and operations can improve the overall clarity and environment of the library as a public facility and plan to work.

Our proposal suggests that the scope of work be divided into six phases as follows:

1. Project Scheduling and final scoping

2. Problem Definition and Data Collection: We will perform a reconnaissance of the problems and issues associated with the building performance. The problems and issues identified in the section II.A of the RFP on library use, design, maintenance and operations, Brooks Hall and energy efficiency will be addressed. Other issues or problems may be determined as a result of the data gathering process.

3. Study of Alternative Solutions with Cost Implications: We will develop action-oriented descriptions of change – "change objectives" – for which alternative solutions can be proposed. Special emphasis will be placed on integrating staffing and facility approaches to problems. Because getting more materials out of storage and available to the public has already been identified as one of the major ways to improve services, a study of how to use Brooks Hall will be an important element.

4. A Master Plan for Change: We will structure a plan of action with problems and proposed solutions organized into compatible and cost effective sets accompanied by project implementation schedule to accomplish change. Several types of cost information may be required for library budgeting purposes including remodeling costs, life cycle replacement costs, and staffing and equipment costs. Cost information well prepared to a general level allows decision-makers to evaluate a preferable course of action.

5. Interim Report.

6. Final Report.

At the conclusion of each phase our findings will be presented to the library project team in a manner that can be reviewed by staff and commissioners. For the study to be successful the outcome must have input by the staff and building users; no amount of outside expertise will solve current concerns unless those who operate and use the library see the merit of the proposed solutions to problems. The consultant team, composed of library administrators, library consultants and architects will insure that our recommendations on library services and functional organization of the building to facilitate staff functions and public use.

B. Work Tasks

1.0 Phase One: Project Scheduling Scoping/Workshop

1.1 Prepare detailed schedule in discussion with Library plan; review background of project with Project Manager, Galen Cruz, Commission Chair.
CRANTZ

1.2 Conduct workshops with Library team to verify and prepare a preliminary schedule that dovetails with calendars and library functions, discuss proposed work tasks, review draft survey instruments, review focus group lists.

1.3 Finalize work scope and detailed schedule for all meetings. Present approach and schedule at kickoff meeting for all staff involved in the study. Introduce consultants and described the process.

2.0 **Phase Two: Data Collection and Problem Definition:** The description of issues facing the library in the RFP is comprehensive and interconnected. We have made an effort in this proposal to subdivide the work into six study elements aligned with the RFP. Data will be gathered and problems stated in terms that are specific and resolvable and in each of the six study elements. We have further defined and regrouped these elements to clarify our work process. Further emphasis or resorting can occur as part as they are identified in the project scoping/ scheduling workshop. Problems will be framed and described as "change objectives".

2.1 Public use/capacity of library facilities

2.11 Problem assessment: In this element, we will gather information about public use of the building. The RFP suggests that there are problems in several areas: capacity and layout of existing facilities, the adequacy of wayfinding and directional signage systems, availability of computers and multimedia work stations, ergonomic design of both the equipment and the furniture at these workstations. Shelving capacity, the accommodation of the collection and the organization of the collection will be studied in this element. Other problem areas with the public use of the building will be identified. We will identify successes in the building, which might serve as models for problem solutions.

2.12 Data Gathering: Conduct staff focus groups with 47 divisions and special use operators. Conduct public opinion survey. Review library operating statistics related to each of the divisions and compare statistics to peer libraries of same size and demographic profile. Review the original SFPL program for library collections, staff and support spaces. Using "as built" drawings calculate available space for collections and other uses compared to original program. Review existing building floor plans for typical adjacencies, lines of sight and travel distance.

2.13 Consultant Input: Ripley, Mason-Kent-Garcia, Mason-Tillman and Janowitz

2.2 Staffing/Operations

2.21 Problem assessment: The RFP refers to operations; we suggest that a distinction be made between operations in the sense of staffing to deliver services and operations in the sense of facility management. In this element we expect to focus on problems in staff work areas, public access and staffing patterns that could be improved if work areas were improved. Back of house and public service points will be studied. Particular emphasis will be placed on ergonomic issues in this element.

2.22 Data gathering: Conduct focus groups, record on-site observation, utilize knowledge of peer libraries, review of management plans for delivery of services

2.23 Consultant Input: Ripley, Mason-Kent-Garcia, Janowitz, Smith Fause McDonald, Janowitz

2.3 Facilities Operations Maintenance/Energy audit

2.31 Problem assessment: In this element, we will focus on the costs of operating the facilities including the performance of building systems, the life cycle costs of equipment, the adequacy of the electrical and telecommunications infrastructure. Equipment will be categorized into Group 1-Fixed Equipment and Group 2-Moveable Equipment, which will include furnishings and multimedia. Opening manuals and contracts will be reviewed. Life cycle expectations for Group 1 and Group 2 will be developed.

2.32 As a subset of the operations and maintenance element, we will evaluate the energy efficiency in the facility including the operating performance of the building envelope, lighting, heating, ventilation and air-conditioning systems. In addition to energy consumption, air quality is an important component of the library as designed, and evaluation of performance of air handling equipment relative to the standards of air quality that the equipment is to meet needs to be done.

2.33 Data gathering: Meet with facility manger and information systems/automation staff. Review Building and equipment specifications, "as built" drawings, operating manuals. Attend building tours with facilities staff, review building systems performance reports, and compare operating statistics to similar building types.

2.34 Consultant Input: Ripley Architects, Takahashi Engineers, Smith Fause McDonald

2.4 Design

2.41 Problem assessment: In this element we will gather information related specific architectural features including furnishings of the building where problems seem to be occurring in public and staff areas. *Note: The RFP lists many items in the element; we think it may be appropriate to reorganize the list so that items are separated into functional and capacity-oriented questions and studied under item 2.1, as distinct from features of the building custom furnishings as signage which either needs to be maintained and reproduced overtime or replaced with more flexible "off the shelf" elements.*

2.42 Data gathering methods/information: Conduct focus group interviews. Review the library "as built" drawings and specs, and record on-site observations. Determine if issues relate to custom designed or manufactured furniture and review performance standards of the industry for operation and maintenance, furniture and equipment. Refer to similar conditions in peer libraries and refer to Library Building Design literature.

2.43 Consultant Input: Ripley, Mason-Kent-Garcia, Janowitz

2.5 Potential Uses for Brooks Hall

2.51 Problem assessment: We will study Brooks Hall for the condition of its structure, mechanical and electrical system, as well as various code and access issues that need to be resolved if library functions are to be accommodated there. We will prepare base drawings showing layout of Brooks Hall and how it connects to the existing library for use in subsequent phases of work. These drawings are necessary to determine how to accommodate library functions, and how suitable amenity and adjacencies can be achieved.

2.52 Data Gathering: Review existing drawings, preparation of base drawings as required, on-site observation and measurement, meetings with city architects and engineers, meetings with projected adjacent tenant and Brooks Hall Building Manager. Review of Plan for Civic Center Plaza above.

2.53 Consultant Input: Ripley, Structus, Takahashi, Mason-Kent-Garcia, Smith Fause McDonald

2.54 When information has been sorted, we will prepare an interim report and presentation materials, meet with Library Project team to review information, make decisions and receive authorization to proceed to next phase.

3.0 Phase Three: Analyze information; develop facility and staffing needs profile; propose alternative solutions

3.1 Based on problem sets identified in Phase Two and approved by library for further study, we will develop facility staffing/services needs problem statements. The problem statements will be framed as "change objectives" and categorized under the five study elements: Public use/Capacity of library facilities, Staffing Operations, Facilities Operation/Maintenance/Energy Design, and Use of Brooks Hall.

3.2 Develop preliminary alternative solutions to "change objectives".

3.3 Meet with library's project team, review "change objectives" and proposed alternative solutions. Refine "change objectives" and solutions. No solutions will be considered which are physically or financially unlikely. Practical action oriented solutions are the goal.

3.4 Repeat any necessary on site observation, conduct in depth staff interviews to verify or clarify questionable aspects of "change objectives" or solutions. Finalize "change objectives" and alternative solutions.

3.5 Conduct interactive work sessions, with Library Project team and appropriate staff to identify preferred solutions and preliminarily select them as a course of action.

3.6 Develop necessary information to confirm preliminary preferred solutions to "change objectives".

3.7 Summarize "change objectives", preferred solutions, rejected solutions in end of phase paper.

3.8 Meet with Library Project team and review work in this phase. Agree on information before proceeding to next phase.

4.0 Phase Four: Develop Preferred Solutions for each "change objective" (Master Plan for Change)

4.1 Develop further information about preferred solutions, prepare diagrams and written protocols, test implications through further interviews with staff in order to confirm feasibility and acceptability.

4.2 After feasibility is confirmed, develop preliminary cost plans for facility, staffing, and equipment changes.

4.3 Rank order the changes, objectives and preferred solutions in terms of priority and feasibility; prepare interim working paper.

4.4 Meet with Library Project team and review present information to management and commission as appropriate. Agree on recommendations before preparation of final report.

5.0 Phase Five: Draft Report

5.1 Prepare Draft Report of findings and preliminary cost plans/budget. Cost will be generalized. Illustrate preferred solutions where appropriate, ie. Use of Brooks Hall. Report will be organized as an action plan – covering the five major elements of the study: Public use/Capacity of library facilities, Staffing Operations, Facilities Operation/Maintenance/Energy Design, and Use of Brooks Hall.

5.2 Review comments on Interim report with Library Project team. Agree on final recommendations.

6.0 Phase Six: Final Report Preparation

6.1 Incorporate comments from Interim report and publish.

6.2 Identify further in depth studies.

C. Expanded Discussion of Selected Work Tasks

1.0 **Ergonomics Review:** We will meet with the following groups: Health and Safety Committee, managers and supervisors of key library areas, and other interested parties to discuss ergonomics concerns. We will also review records to identify patterns of injuries (or potential injuries) to help find the jobs and workstations that may have higher than average musculoskeletal risk factors. The following records, as available, should be reviewed:

- OSHA 200 log of injuries and illnesses
- Workers' compensation claims.
- Employee complaints related to ergonomics.
- Previous symptom surveys.
- Previous workstation evaluations.

Using checklists to document working postures, we will conduct walk-throughs and observe staff at work. With permission, we will take photographs to illustrate ergonomics successes and failures use them to discuss ergonomics issues with selected focus groups.

2.0 Data Gathering & Process

Public Opinion Survey: Mason Tillman Associates will design a survey to identify issues, problems and interest in services at the Main Library from the community's perspective. The survey will be based on the five issues concerning the use of Library facilities, the 21 issues concerning the design of the Library and six issues concerning the maintenance and operations of the Library addressed in the RFP, as well as any additional isssues addressed by information gathered prior to the survey. Mason Tillman will use existing Library information as well as GIS and other databases to assure that the sample is a fair representation of the Main Library's market area. To further assure that the survey captures a representative sample of Library's market, the surveys will be multilingual and Mason Tillman Associates will conduct on-site and phone surveys. Participants will be screened to assure that they have visited the Library at least once. The information will be collected and entered into a database.

Focus Groups: Focus group sessions will be convened by Florence Mason with representatives of the 47 divisions of Library users and café owners, café employee, customers, the affinity groups and other Library visitors. The purpose of the focus groups will be to collect information regarding issues, successes and problems concerning the use of the Library facilities, the design of the Library and the maintenance and operations of the Library. It will also identify opinions and ideas concerning potential uses of Brooks Hall. Other consultants will attend focus groups as appropriate.

A focus group screener will be used to solicit an appropriate cross section fo focus group participants. A moderator will facilitate the focus group sessions according to a guide approved by the Library. It will incorporate probes appropriate to elicit discussion on the key issues. Probes are statements to use, as necessary to follow up on general statements made by participants to secure more detailed information

In-depth Interviews of Key Library Staff and Stakeholders: In-depth interviews will be conducted with key staff and stakeholders to further examine the issues identified in the focus group. We will use an interviewing research model honed over a decade of conducting large-scale oral history and social policy research. Responsive to the dictates of sound social science, it combines group interviews with one-on-one interviews. Cynthia Ripley and Florence Mason will structure interviews with the assistance of Mason Tillman.

On-Site Observation and Measurement: Field research will be conducted to observe the daily operations at the Library. Various members of the team will observe the daily operation of the Library to identify additional issues related to the use of the Library facilities, the design and maintenance and operations of the Library Hall.

A relational database will be designed to analyze the data. Information collected from both the survey and focus groups will be entered into the database and queries will be written to generate reports.

3.0 Structural Studies: Structus will be providing structural engineering services for this project. Anticipated areas of service include structural evaluation of existing framing and studies for structural modifications (including new openings for ducts, shafts, skylights,...etc.), and seismic reinforcement or supports (including those for new storage racks, shelves, files, partitions,...etc.).

We will first familiarize ourselves with the existing structural framing systems, configurations and constraints. When structural modifications on supports are needed, we look for solutions that will minimize costs and interruptions, and offer suggestions for combining structural elements or functions, and clustering of modification areas for the most cost effective solutions.

4.0 Energy Efficiency, Air Quality, and Equipment Studies: We will survey the existing facility and meet with maintenance and operational engineers responsible for HVAC, Power and Telecommunications Systems.

We will discuss system shortcomings or concerns including: chiller, boiler, air handling systems, existing operation and any recommendations for optimizing the systems and review the existing building energy management system. If appropriate, we will provide a computer model and recommendations for management. We will check existing building envelope including glass, skylight, lighting controls and evaluate impact of automatic shades. Brooks Hall will also be considered in our evaluation. Finally, we will provide a final report related to MEP which will include existing conditions and any impact by new architect changes, with maintenance and operation, as well as provide recommendations and any sketches or outline flow diagrams if required.

5.0 Meetings: Various types of meeting will be held throughout the study; these will be scheduled and coordinated in detail if we are selected. Our first activity will be to review and refine the work schedule and meetings.

The consultants expect that the client will appoint a Project Team composed of staff and other stakeholders who serve as a working group for us to meet with during the study. If this group is not already identified, we can assist to develop its membership. We will need a single point of contact manage schedules and information distribution at the library. We will also need to understand the decision making structure, because each phase of our study builds upon the previous phase of work.

At the end of the each phase the consultants and the Library Project Team will meet together over a well planned one or two period to examine data, preliminary alternatives; proposed solutions and next steps. The meeting will be participatory and collaborative. Setting aside this time will provide an opportunity for the client and the consultants to work together and focus on important problems and possible solutions and is the only way to make decisions to finish the study in a 4-5 month time frame.

The following table constitutes a schedule of on-site consultant team activities:

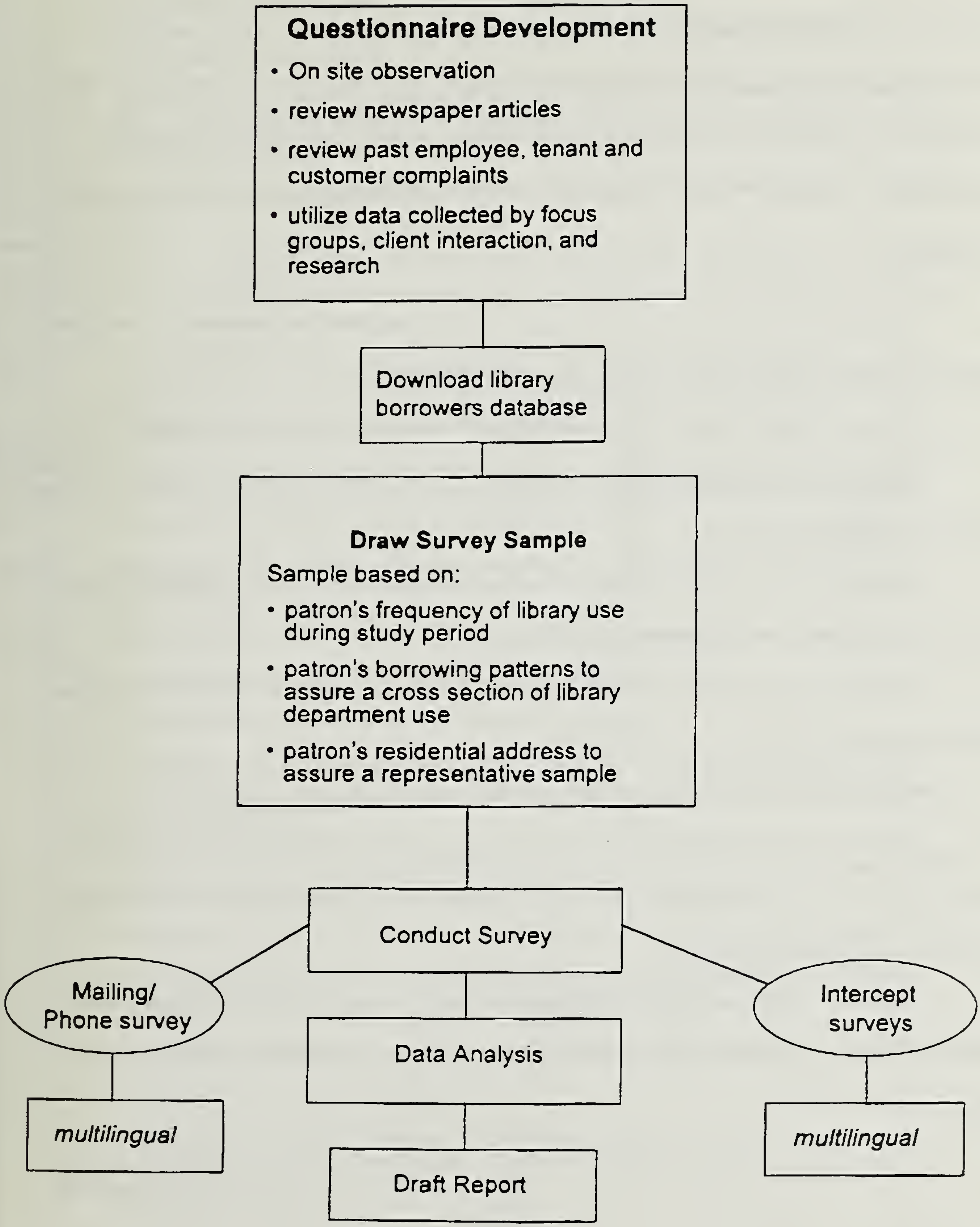
Type of Meeting	Purpose	Consultants Involved
Start Up Activities	Schedule and work task refinement	Cynthia Ripley, Florence Mason
On-site Meeting	Progress Reports to Study Team	Cynthia Ripley, other consultants as needed
Interviews, Meeting on Data Gathering	Interaction with study team and others to design and plan focus groups	Florence Mason, other team members as needed
Tours, Site Inspections	Tours of facility and system	All consultants as scheduled
Opinion Research Design	Design and review of opinion research instrument and study process	Mason Tillman
Data Review Meetings	Data review, explanation of summaries, interpretations of results	Cynthia Ripley, Florence Mason, Susan Kent, June Garcia
Check point Meeting	Formal acceptance of data summaries and authorization to move to next phase	Cynthia Ripley, Florence Mason Susan Kent, June Garcia
Preliminary Draft of Report and Presentation	Review sessions with staff and others as designated by the client	Cynthia Ripley, Other consultants as needed
Final Report Review and Approval		Cynthia Ripley, Florence Mason
Final Report Presentation		Cynthia Ripley, Florence Mason Other consultants as needed

6.0 Schedule

Ripley A cts: San Francisco Public Library Post Occupational Evaluation

	1999	January				February				March					April				May					June			
	▨ time ○ meeting ↔ staff review	4	11	18	25	1	8	15	22	1	8	15	22	29	5	12	19	26	1	10	17	24	31	7	14	21	28
0.0	Project Management Coordination.																										
1.0	Phase One: Initial Project Scoping/Scheduling Workshop																										
1.1	Prepare schedule.		▨																								
1.2	Conduct workshops.			○↔																							
1.3	Finalize; schedule scope				▨																						
1.4	End of phase meeting.					○																					
2.0	Phase Two: Data Collection & Problem Definition																										
2.1	Public use/capacity of library facilities - focus groups/public opinion/observation.					▨	▨	▨	▨																		
2.2	Staffing/Operations - focus groups, staff interviews.					▨	▨	▨	▨																		
2.3	Facilities Operations Maintenance/Energy audit - staff interviews.					▨	▨	▨	▨																		
2.4	Design - focus groups, observation					▨	▨	▨	▨																		
2.5	Potential uses of Brooks Hall - observation reconnaisance, existing draw																										
2.6	Review furnishings with Library Project team.									○↔																	
3.0	Phase Three: Analyze information; develop facility & staffing needs profile; propose alternative solutions																										
3.1	Sort and list problem/"change objective".									▨																	
3.2	Develop alternative solutions.										▨	▨															
3.3	Review "change objectives"/alternatives/solutions with Library Team.												○↔														
3.4	Confirm alternatives.													▨	▨												
3.5	Workshop to select preferred solution.															○											
3.6	Confirm preferred solutions for further studies.															▨	▨										
3.7	Prepare working paper.																	▨									
3.8M	Review with Library Project team.																		○↔								
4.0	Phase Four: Develop Preferred Solutions to each "change objectives"																										
4.1	Develop preferred solutions/diagrams - protocols.																			▨	▨	▨	▨				
4.2	Develop preliminary cost plans, facilities - operations.																			▨	▨	▨	▨				
4.3	Rank order change/solutions.																				▨	▨	▨				
4.4M	Review with Library Project team.																							○↔			
5.0	Phase Five: Interim Report																										
5.1	Write Interim Report.																						▨	▨	▨		
5.2M	Review with Library Project team.																									○↔	
6.0	Phase Six: Prepare Final Report																										
6.1	Revise in Final Report.																										▨

Please Note: The RFP requests a draft report after 2 months; we have proposed a 4-month work schedule with a working paper at the end of each phase. This approach can be reevaluated during task one


Questionnaire Development
- On site observation
- review newspaper articles
- review past employee, tenant and customer complaints
- utilize data collected by focus groups, client interaction, and research
Download library borrowers database
Draw Survey Sample
Sample based on:
- patron's frequency of library use during study period
- patron's borrowing patterns to assure a cross section of library department use
- patron's residential address to assure a representative sample
Conduct Survey
Mailing/ Phone survey
multilingual
Intercept surveys
multilingual
Data Analysis
Draft Report

[SUPPLEMENTAL APPROPRIATION - STATE FUNDS]

AUTHORIZING THE SAN FRANCISCO PUBLIC LIBRARY TO ACCEPT AND EXPEND A TOTAL OF $923,493 FROM THE CALIFORNIA STATE LIBRARY, PUBLIC LIBRARY FOUNDATION PROGRAM AUGMENTING THE FY98/99 BUDGET WITH A SUPPLEMENTAL APPROPRIATION OF $481,000.

WHEREAS, The Public Library Foundation Program of the California State Library distributes funding to certified public libraries based on a per capita formula, and

WHEREAS, San Francisco Public Library has been certified to receive such funds, and

WHEREAS, The State Legislature augmented the Public Library Fund by $20 million for the FY98/99 funding cycle, and

WHEREAS, Prior to the augmentation, the San Francisco Public Library estimated it would receive $442,000 which was appropriated for FY98/99, and

WHEREAS, San Francisco Public Library will receive an additional $481,000 for a total distribution of $923,000, and

WHEREAS, The San Francisco Public Library has a need for additional funds, and

WHEREAS, based on the revised State mandated per capita formula and the current population of The City and County of San Francisco, the San Francisco Public Library is certified to receive the additional monies, now therefore be it

RESOLVED, that the San Francisco Public Library, be authorized to accept and expend $923,000 from the California State Library Public Library Fund which includes the supplemental amount of $481,000.

San Francisco Public Library

ACCESS, DISCOVER, EMPOWER

L. Brown, Jr.

es A. Higueras, A.I.A.
nt

A. Streets
esident

y Agnos
e K. Chin
A. Coulter
r H. Llorente
Steiman
ssioners

a Minudri
brarian

el Housh
ssion Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the special and regular meetings of Tuesday, January 5, 1999

(As approved January 19, 1999)

The San Francisco Public Library Commission held a special meeting for the purpose of Employee Evaluation and a regular meeting on Tuesday, January 5, 1999 in the Koret Auditorium, Main Library.

The Special meeting was called to order at 5:08PM by President Charles A. Higueras, AIA.

The Commission President announced that the Commission would meet in closed session as provided by Government Code Section 54957 for the purpose of employee evaluation of the Commission Secretary.

The following members were noted present: President Higueras, and Commissioners Agnos, Coulter. Llorente, and Streets. Commissioner Chin joined the meeting at the beginning of the closed session. Commissioner Steiman was noted excused.

Public comment: Mr. Peter Warfield expressed a preference that closed sessions be held following regular meetings. An anonymous member of the public discussed various issues raised by holding closed sessions before, after or during a regular meeting.

MOTION: Commissioner Llorente, seconded by Commissioner Coulter to go into closed session.

ACTION: APPROVED Aye 5-0 (Agnos, Coulter, Higueras, Llorente, and Streets)

The Commission went into closed session at 5:14 PM

The Commission reconvened in open session at 5:46PM

MOTION: Commissioner Llorente, seconded by Commissioner Chin noted that no action was taken and to report no information concerning any matters discussed during the closed session.

Public comment: An anonymous member of the public asked if any action had been taken by the Commission in the closed session.

ACTION: APPROVED Aye 6-0 (Agnos, Coulter, Chin, Higueras, Llorente, and Streets)

ADJOURNMENT: Commissioner Llorente, Seconded by Commissioner Chin moved Adjournment of the special meeting of the Library Commission.

ACTION: APPROVED Aye 6-0 (Agnos, Coulter, Chin, Higueras, Llorente, and Streets)

The meeting was adjourned at 5:47PM

Michael Housh, Library Commission Secretary 1/24/99

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

SEAL OF THE CITY AND COUNTY OF SAN FRANCISCO

Civic Center
San Francisco, California 94102
Telephone 415.557.4233

San Francisco Public Library

ACCESS, DISCOVER, EMPOWER

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of regular meeting of Tuesday, January 5, 1999

(As approved January 19, 1999)

Willie L. Brown, Jr.
Mayor

Charles A. Higueras, A.I.A.
President

Fran A. Streets
Vice President

Sherry Agnos
Lonnie K. Chin
Steven A. Coulter
Ernest H. Llorente
Carol Steiman
Commissioners

Regina Minudri
C brarian

Michael Housh
Commission Secretary

The San Francisco Public Library Commission held its regular meeting on Tuesday, January 5, 1999 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:48PM by President Charles A. Higueras The following members were noted present: President Higueras and Commissioners Agnos, Chin, Coulter, Llorente, and Streets. Commissioners Steiman was noted excused attendance.

APPROVAL OF MINUTES of the special meeting of December 2, 1998.

MOTION: approval of the special meeting Minutes of December 2, 1998 was moved by Commissioner Llorente, seconded by Commissioner Chin.

Public Comment: An anonymous member of the public objected that issues raised in public comment were not properly reported. Mr. Peter Warfield found the Minutes difficult to follow and did not accurately report the point of a comment.

ACTION: APPROVED Aye 6-0 (Agnos, Coulter, Chin, Higueras, Llorente, and Streets)

APPROVAL OF MINUTES of the regular meeting of December 2, 1998. President Higueras requested that a response to a question by a member of the public regarding library security gates indicate that this point was to be clarified in the Minutes of the November 19, 1998 Meeting.

MOTION: approval of the regular Meeting Minutes of December 2, 1998 was moved by Commissioner Agnos, seconded by Commissioner Chin.

Public Comment: An anonymous member of the public expressed concern with the manner in which comments were reported in the Minutes. Ms. Detje Boler discussed a reported New Business question by Commissioner Steiman regarding reporting requirements on the Library's Records Management Policy. Mr. Peter Warfield questioned the accuracy of details of discussions described in the Minutes.

Commissioner Coulter called attention to the purpose of the official Minutes and urged greater brevity in reporting details of discussion. Commissioners Agnos and Chin agreed with Commissioner Coulter's point. In response to a question by President Higueras, Deputy City Attorney Adine Varah confirmed that the manner in which the Commission's Minutes are currently reported exceeds the requirements of applicable law and Commission Policy.

ACTION: APPROVED Aye 6-0 (Agnos, Coulter, Chin, Higueras, Llorente, and Streets)

CITY LIBRARIAN'S REPORT: by City Librarian Regina Minudri

The City Librarian, Ms. Minudri reported on the current progress of the Main Library's re-carpeting activities. She then discussed the installation of an exterior work of public art at the Main Library's Grove Street entrance. Ms. Minudri reported that the bid process for the construction of the new Ocean View Branch Library had been extended to January 13, 1999. She further noted that the current Ocean View Branch had been closed for two days due to electrical problems. The City Librarian informed the Commission of negotiations with the San Francisco Unified School District for the transfer to the city archives of important historical school district records, reports, and publications covering a period beginning in the 1850s through the 1960s. She noted 1.5 million patrons have used the renovated Chinatown Branch. The City Librarian reported on the Library's loan of unused furnishings for use in the renovated City Hall.

Commissioner Chin inquired regarding public art installations at the Main Library. President Higueras informed the City Librarian that he had requested Mr. Lopez, the architect of the New Ocean View Branch to make a presentation on the project at an upcoming Commission meeting.

Public comment: An anonymous member of the public spoke about the Library's website and online systems. Ms. Detje Boler spoke about concerns with the Library's Records Retention Policy and asked if the policy only referred to routine business records. Mr. Peter Warfield spoke on issues related to the acquisition of school district materials, existing library collections, and the Library's webpage.

The City Librarian again noted that the Records Retention Policy primarily is addressed to management of routine business records.

LIBRARY SENIOR ADMINISTRATIVE STAFF REPORT

Library Public Relations Director Marcia Schneider reported on current circulation statistics through November 1998. Ms. Schneider noted branch circulation of 1.5 million items or 71% and at the Main 617,491 or 29% of Library circulation, totaling 2.2 million items recording a 6.48% drop in circulation over the same period last year. The slight decrease in circulation was described in context of a review of circulation statistics since 1995 noting that the Main Library is currently circulating 82% more materials and there had been 37% increase in the branches since the implementation of Proposition E. The Director of Public Affairs reported a Main Library gate count of 5700 daily visitors during the past 6 months. It was mentioned that community meeting rooms were used by 48 groups with 1130 attendees and 16 city government agencies with 913 attendees. Ms. Schneider further described some of the groups using Main Library facilities. Ms. Schneider called attention to the January 13, 1999 opening of "Building Bridges" an exhibit featuring the work of famed children's book illustrator Jerry Pinkney. The Library Public Relations Director discussed a children's illustration competition and some of the 54 other activities to be held in conjunction with the Pinkney exhibit. Ms. Schneider additionally announced the January 21, 1999 opening of the "Shades of San Francisco" exhibition of historic photographs gathered from residents of the Western Addition neighborhood at a photo day program at the Western Addition Branch Library. It was noted that the Lunar New Year will be celebrated at 18 branches and at the Main. Ms. Schneider also reported that a Teen Talent Show will again be held this year on March 4, 1999.

Commissioner Chin expressed her enthusiasm for exhibits like the "Building Bridges" exhibit, and proposed that a collaborative effort to gather and share examples of this kind of art to be used as a teaching tool in the schools be considered.

Public comment: Mr. Peter Warfield expressed appreciation for the exhibit of book art and inquired about any Library review of the circulation report.

The City Librarian noted that there has been a regional reduction in circulation and that no review of these numbers had been done. She proposed to report any information a review of the numbers might reveal to the Commission. Commissioner Coulter pointed out that circulation numbers capture a part of library use.

MISSION BRANCH RENOVATION REPORT

Mr. Roger Wong of the Department of Public Works reported on the progress of the renovation of the Mission branch during November and December 1998, (copy attached). He reported that completion in March 1999 is still anticipated. He described the circumstances leading to the various change orders reported. Mr. Wong described difficulties in matching the color of plaster replaced following the installation of the seismic bracing. The decision was made to repaint only the areas replaced to match color saving $25.000.00 and avoiding further work delays. The project director described various factors influencing the project schedule. Mr. Wong outlined the circumstances that led to the discovery of the need to do a major repair of the roof which was not included in the original scope of the project. In response to questions by Commissioner Llorente, Mr. Wong outlined how design decisions made early in the project led to this situation. It was noted that Commissioner Higueras had raised concerns with the roof in meetings with Mr. Wong which brought the problems to light. Estimated costs of $200,000.00 to carry out the needed repairs being available in residual ESPII funds ear-marked for the Richmond Branch repairs was mentioned. Commissioner Streets was assured that excluding the roof replacement the budget should cover all anticipated costs in the completion of the Mission renovation. Commissioner Coulter discussed implications of the past history of high cost overruns on branch library renovations done for the Library by the Department of Public Works.

Public comment: An anonymous member of the public remarked on previous problems with Department of Public Works renovations of branch libraries. Mr. Ed Regan asked confirmation of and expressed concern with the estimated cost of $200,000.00 to repair the roof of the Mission Branch, requested a pamphlet room in the branch, and suggested installation of push button hand dryers in library rest rooms.

NOMINATING OF COMMISSION OFFICERS FOR 1999

Commissioner Higueras nominated Commissioner Llorente to be Commission President for 1999. Commissioner Llorente nominated Commissioner Higueras to be Vice President.

Following various proposed motions and a discussion and clarification of what constituted appropriate procedure to elect officers under the bylaws by the Commission Secretary and Deputy City Attorney, action on election of those nominated to become officers was calendared for the next meeting

Public comment: An anonymous member of the public agreed with the Deputy City Attorney's view concerning what was appropriate under this agenda item.

POST OCCUPANCY EVALUATION

Deputy City Librarian Susan Hildreth outlined the process whereby a candidate to conduct the Post Occupancy Evaluation (POE) of the Main Library was chosen. She reviewed the details of the process through which the Ripley Architects was recommended for Commission approval. Ms. Hildreth reported that negotiations to finalize procedural details of the project would immediately begin following Commission approval. There was discussion of the various factors that resulted in a single acceptable proposal being brought to the Commission for approval. Commissioner Coulter expressed his hope that useful information on how to improve the facility comes from the POE, but a concern that this report could become a pointless rehash of what had occurred during the development of the Main Library. Commissioner Higueras emphasized that the proposal under consideration focuses on producing a useful report to guide future action by the Library.

Public comment: An anonymous member of the public discussed the importance of process issues in a project of this kind. Mr. Ed Regan opposed expenditure of funds to conduct the POE. Mr. Peter Warfield discussed details of the proposal, decried limitations on participation by potentially interested parties, and asked about the professional background of the proposer.

Deputy City Librarian Susan Hildreth reported $240,00.00 available to fund the project. Commissioner Higueras emphasized that there would be opportunities for anyone interested to have input as the POE is conducted.

MOTION: approval of the recommended proposal was moved by Commissioner Llorente, seconded by Commissioner Agnos.

ACTION: APPROVED Aye 6-0 (Agnos, Coulter, Chin, Higueras, Llorente, and Streets)

SUPPLEMENTAL APPROPRIATION

The City Librarian outlined a proposed expenditure of $481,000.00 in California Public Library Funds apportioned to the Library by the State Library. Ms. Minudri proposed spending $250.000.00 for books and materials, ($112,000. for the Main, $102,000.00 for the branches, and $36,000.00 for children and teen's services.) She proposed that an additional $150,000.00 be used to install compact shelving in Brooks Hall. The remaining $41.000.00 was to be used for environmental HVAC backup system for the computer room and $40,000.00 for a new editing system for video production to replace outdated equipment.

Ms. Minudri confirmed to Commissioner Llorente that these were earmarked funds which could revert back to the state if not appropriated. Commissioner Chin noted a spelling error in the term supplemental.

MOTION: Commissioner Chin, seconded by Commissioner Llorente moved approval of a request that the Board of Supervisors approve a supplemental appropriation to the Library of this $481.000.00 in California Public Library Funds

Public comment: An anonymous member of the public discussed the purpose of this state library funding and questioned the choice of uses for these funds. Mr. Ed Regan suggested purchase of books on military service for teens.

ACTION: APPROVED Aye 6-0 (Agnos, Coulter, Chin, Higueras, Llorente, and Streets)

LABOR UNION REPORT: No report.

NEW BUSINESS: Commissioner Llorente suggested that annual goals and objectives for Commission action in the coming year be placed on an upcoming agenda. Commissioner Chin requested that informational presentations on library issues which could help set a future course for the Library be considered for a future meeting agenda. She further suggested that means of increasing public participation in Commission meetings be a topic for a future discussion. Commissioner Streets requested an agenda item proposing reduction in the twice monthly schedule of Commission meetings and consideration of creation of issue task forces to address important issues.

Public comment: An anonymous member of the public discussed implications of the Commissioners' proposed agenda items. Mr. Peter Warfield expressed approval of some of the Commissioner's future agenda items and suggested re-creation of committees. Mr. Ed Regan expressed agreement with the proposed agenda items.

PUBLIC COMMENT: An anonymous member of the public discussed the importance of process and procedure issues and quoted extensively from a New York Times article by Representative Tom Lantos on the issue of procedural fairness. Mr. Peter Warfield spoke about meeting minutes, online systems issues, and inquired concerning sources of information on costs for online systems. Mr. Ed Regan requested a future agenda item on library hours and suggested that every branch have a community meeting room.

The City Librarian mentioned that there will be a presentation to the Commission on online system issues later this Spring. She again noted that all current system upgrades are covered by the current contract.

ADJOURNMENT

MOTION: Commissioner Chin, seconded by Commissioner Llorente moved to adjourn the meeting.

ACTION: APPROVED Aye 6-0 (Agnos, Coulter, Chin, Higueras, Llorente, and Streets)

The meeting was declared adjourned at 8:10PM

Michael Housh, Library Commission Secretary 1/24/99

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

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SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

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LES A. HIGUERAS, A.I.A.
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A. STREETS
President

RY AGNOS
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NOTICE OF MEETING

The regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Tuesday, January 19, 1999**
TIME: **5:30 PM**
PLACE: **Koret Auditorium**
Main Library, lower level

DOCUMENTS DEPT.
JAN 14 1999
SAN FRANCISCO
PUBLIC LIBRARY

The meeting will be called to order

AGENDA:

1. APPROVAL OF THE MINUTES
Presentation of, discussion of, and possible action to approve the Minutes of the special and regular Commission meetings of January 5, 1999. ACTION

2. ELECTION OF COMMISSION OFFICERS ACTION
Presentation of, discussion of, and possible action to elect the nominees for Commission President and Vice President for 1999.

3. APPROVAL OF A 1999-2000 LIBRARY BUDGET ACTION
Presentation of, discussion of, and possible action to approve a proposed FY1999-2000 Library Budget.
(copies of the budget summary attached)

4. LABOR UNION REPORT
(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

5. NEW BUSINESS
(This item is to allow Commissioners to introduce new agenda items for consideration.)

6. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

7. ADJOURNMENT (requires motion and public comment) ACTION

1/14/99 - M.Housh, Commission Secretary

CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415.557.4233

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meeting Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level,Koret Auditorium. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

M. Housh 10/17/97

SAN FRANCISCO PUBLIC LIBRARY
ACCESS. DISCOVER. EMPOWER

To: San Francisco Public Library Commissioners
From: Regina Minudri, City Librarian
Date: January 12, 1999

Subject: Fiscal Year 1999-2000 Budget

We are pleased to forward for your review and action, the San Francisco Public Library's (SFPL) Fiscal Year (FY) 1999-2000 Phase B Budget. This budget, which must be submitted to the Controller by February 19, 1999, totals $44.641 million (operating and capital projects and equipment) and was developed in accordance with policies and instructions issued by the Mayor and the Controller. The Phase B Budget does not include program enhancements or Budget Change Proposals (BCP) previously approved by the Commission. Consequently, this budget is a baseline or current services budget.

The Mayor's policy for development of the FY 1999-2000 budget specifically precludes the submission of program enhancements by any City department. Underlying this policy is an expectation that City departments stay within their General Fund (GF) baseline allocations.

Although the Phase B Budget does not include program enhancements, BCPs previously approved by the Commission will be submitted as an addendum to the budget in anticipation that they will at some point in the process be considered. Consideration of these proposals by the Mayor will depend in part on the Controller's revenue estimates for FY 1999-2000. Although the Controller's Office has not yet completed their projections, they are not at this time, expecting significant growth in revenue during FY 1999-2000. Additionally, we have been advised that all but $28 million of the 1998-99 surplus has been dedicated to the current year budget; and, that remaining funds have been earmarked for MOU increases and the annualization of costs for existing programs only partially funded in the current year.

The Phase B Budget as constructed, is subject to review and approval by the Mayor's Office. Although it has been developed consistent with the policies and instructions issued by the Mayor and the Controller, it may change as a result of discussions with the Mayor's staff. An initial meeting with the Mayor's budget staff is scheduled for January 15, 1999.

Baseline Budget Adjustments

The Mayor's budget policy does allow departments such as the SFPL, that are funded by special funds, department revenue, or dedicated funds (Proposition E) to increase their budgets consistent with available revenue. We have analyzed departmental revenue and do not anticipate a significant increase from these sources; and, we are working with the Controller on Proposition E (Library Preservation Fund) revenue estimates. To the extent that additional revenue or fund balances are projected in the Library Preservation Fund

(LPF), the SFPL will propose using them to fund a portion of its BCPs. The use of additional revenue or fund balances to pay for new programs or initiatives is subject to approval by the Mayor.

Departments are also allowed to submit equipment requests and capital project requests that cannot be funded within the current baseline budget; and, to budget for salary step increases anticipated in FY 1999-2000. Consistent with this policy, the SFPL's Phase B Budget includes $158,000 for equipment; $1.850 million for capital improvement projects; and $373,000 for salary step adjustments.

Phase B Budget - Baseline Adjustments by Fund Source

As shown on Table A, the FY 1999-2000 Phase B Operating Budget is $42.393 million -- $972,000 or 2.35 percent greater than the current year budget. The increase consists of salary step adjustments ($373,000) anticipated in FY 1999-00; and, an adjustment for equipment lease-purchase payments ($368,000) scheduled in FY 1999-00. These increases are offset by reductions for funds appropriated on a one-time basis for the opening of the renovated Mission Branch Library ($75,000); and, the Fuhrman Trust Fund ($175,000) which is experiencing a decline in revenue. The Phase B Budget includes a $481,000 or 3.2 percent increase in expenditures from the Library Preservation Fund. The increase in revenue is attributable to an increase in Public Library Foundation grant funds anticipated from the State. These funds will be used to fund a pool of part-time as needed (PTAN) librarians to fill in for regular librarians who are absent due to illness, vacation, or other personal reasons. The budget also includes a $666,000 or 2.60 percent increase in General Fund expenditures. This augmentation is needed to cover the cost of salary step adjustments and an increase in equipment lease purchase payments expected in FY 1999-00. Lease-purchase payments are for data processing equipment purchased when the new main library opened. FY 1999-00, is the final year of a five year financing plan for this equipment.

Table A: OPERATING BUDGET (Amounts in thousands)

	Library Preservation Fund (LPF)	General Fund	Fuhrman Trust Fund	Mayor's Office of Children & Youth Fund	Library Constr. Bond Interest Account	Total
FY 1998-99 ALLOCATIONS	$15,044	$25,632	$325	$420	$0	$41,421
Less One-time Costs	$0	-$75	$0	$0	$0	-$75
Mission Branch		-$75				-$75
Expenditure Adjustments	$481	$741	-$175	$0	$0	$1.047
Salary Step Adjustments		$373				$373
Fuhrman Fund			-$175			-$175
Public Library Fund (PTAN)	$481					$481
Lease-Purchase Adjustment		$368				$368
FY 1999-2000 PHASE B BUDGET	$15,525	$26,298	$150	$420	$0	$42,393
Change from Appropriation	3.20%	2.60%	-53.85%	0.00%	-	2.35%

Table B, describes the changes in the Capital Projects & Equipment Budget between FYs 1998-99 and 1999-00. The Capital Projects & Equipment Budget totals $2.248 million and reflects a net reduction of $742,000; a decline of 24.82 percent. The reduction, totaling $2.750 million, consists of moneys appropriated on a one-time basis for construction of the new Oceanview Branch Library ($2.5 million) and for roof repair projects at the Merced, Parkside, and Anza Branch Libraries ($250,000). These reductions are off-set by a proposed increase of $2.008 million. The increase consists of $1.6 million for the build-out of Brooks Hall to house SFPL's collection that cannot be housed in the Main Library; $250,000 for planned roof repair projects at the

Bernal, West Portal, North Beach, and/or Ortega Branch Libraries; and, $158,000 for equipment. Funding for the build-out of Brooks Hall is proposed from the Library Construction Bond Interest Account[1]; and, funding for branch library roof repair projects and new equipment is proposed from the General Fund.

Table B: CAPITAL PROJECTS AND EQUIPMENT BUDGET (Amounts in thousands)

	Library Preservation Fund (LPF)	General Fund	Fuhrman Trust Fund	Mayor's Office of Children & Youth Fund	Library Constr. Bond Interest Account	Total
FY 1998-99 ALLOCATIONS	$0	$2,990	$0	$0	$0	$2,990
Less One-time Costs	$0	-$2,750	$0	$0	$0	-$2,750
Oceanview Construction		-$2,500				-$2,500
Branch Roofing Projects (Merced, Parkside, Anza)		-$250				-$250
Expenditure Adjustments	$0	$408	$0	$0	$1,600	$2,008
Capital Outlay -- Branch Roofing		$250				$250
Capital Outlay -- Brooks Hall					$1,600	$1,600
Capital Outlay -- Equipment		$158				$158
FY 1999-2000 PHASE B BUDGET	$0	$648	$0	$0	$1,600	$2,248
Change from Appropriation	-	-78.33%	-	-	-	-24.82%

Phase B Budget - Baseline Adjustments by Organization

Table C shows the changes in the baseline operating budget between FYs 1998-99 and 1999-00 by organization and by budget step. Figures 1 and 2, display the distribution of funds by program and fund source for FY 1999-00, respectively. As shown below, the changes reflect expenditure reductions for funds appropriated on a one-me basis for the opening of the renovated Mission Branch Library ($75,000) and the Fuhrman Trust Fund ($175,000) due to declining revenue in that fund. Augmentations will cover salary step adjustments ($373,000), the establishment of a PTAN pool ($481,000), and an adjustment in data processing equipment lease-purchase payments ($368,000). As indicated previously, the PTAN pool will be funded by an anticipated increase in Public Library Foundation Program grant funds from the State. These funds are treated as a subvention grant and as revenue to the Library Preservation Fund. This budget assumes that increases for salary step adjustments and the lease-purchase payment will come from the General Fund.

Table C: OPERATING BUDGET BY ORGANIZATION (Amounts in thousands)

	FY 1998-99 Budget	Expenditure Reductions	Salary Step Adjustments	PTAN Librarians	Lease-Purch. Equipment	FY1999-00 Budget
Main Library	9,466		91			9,557
Branch Libraries	10,488	-75	93	481		10,987
Information Resource Mgt.	872		17			889
Children & Youth Services	4,389		11			4,400
Public Affairs	359		22			381
Technical Services	6,484	-175	64			6,373
Automation Services	2,339		3		368	2,710
Operations & Maintenance	4,972		16			4,988
Administration	2,052	0	56	0	0	2,108
TOTAL	$41,421	-$250	$373	$481	$368	$42,393

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[1] Funding for the Brooks Hall project from this source is dependent on the results of the Post Occupancy Evaluation (POE) of the Main rary and total funds available to do both projects.

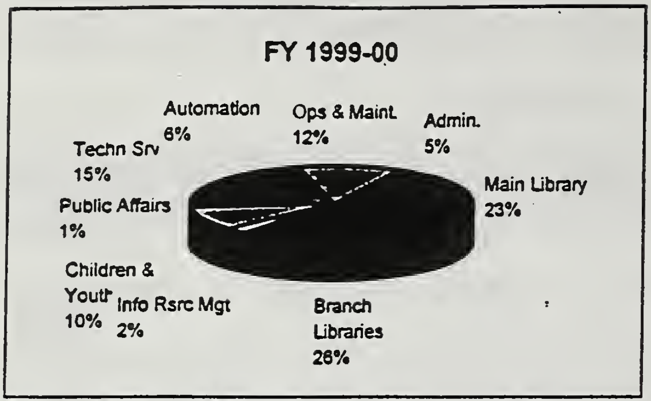

Figure 1: Budget by Program (total budget = $42.393 million)

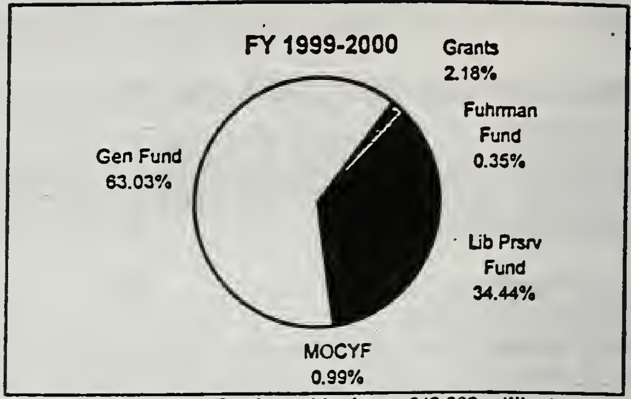

Figure 2: Budget by Fund (total budget = $42.393 million)

Program Enhancements or Budget Change Proposals

As indicated previously, the Phase B Budget does not by policy, include program enhancements or BCPs unless they are funded through redirection of baseline resources or from increases in departmental or dedicated revenue. We have however, based on prior direction from the Commission, prepared BCPs that we will submit as an addendum to the Phase B Budget. We are taking this action in anticipation that at some point in the process, program enhancements will be considered by the Mayor's Office. The SFPL's BCPs total $2.758 million and 17.38 positions (13.37 FTE). This total includes $158,000 in equipment that we have budgeted in the Phase B Budget. Consequently, the net total of the SFPL's program enhancements or BCPs is $2.560 million. BCPs by division are summarized in the following table. A short description of each BCP is included in Section 5 of your budget binder.

DIVISION/PROGRAM	Positions	FTE	Dollars
Main Library	6.00	4.50	$170,052
Branch Libraries	0.00	0.00	177,060
Information Resource Management	1.50	1.12	1,037,008
Children & Youth Services	0.00	0.00	4,000
Public Affairs	1.38	1.04	121,303
Technical Services	1.50	1.13	412,825
Automation Services	2.00	1.50	517,871
Operations & Maintenance	3.00	2.50	220,806
Administration	2.00	1.58	96,844
Subtotal	*17.38*	*13.37*	*$2,757,742*
Less Equipment Requested in Phase B Budget	*0.00*	*0.00*	*-$158.000*
Net Total	*17.38*	*13.37*	*$2,599,742*

As noted previously, if the Controller's FY 1999-00 projections for the Library Preservation Fund indicate an increase in revenue, the SFPL will propose using those funds to support some of its BCPs.

Recommended Action

The SFPL's Phase B Budget was developed consistent with the polices and directions of the Mayor and the Controller. We have also prepared BCPs consistent with the direction provided by the Commission. Although BCPs are not included in this budget, we recommend the following:

1. Approve the Phase B Budget (baseline) and the BCPs prepared by the SFPL at the direction of the Commission.
2. Direct the SFPL to pursue funding in support of the BCPs and to report back periodically to the Commission on the status of the budget.

We look forward to discussing the proposed budget with you during the next meeting of the Commission on January 19, 1999. In the interim, should have any questions please call me or Finance Director, George Nichols at (415) 557-4248.

OPERATIONS BUDGET

	Library Preservation Fund (LPF)	General Fund	Fuhrman Trust Fund	Mayor's Office of Children & Youth Fund	Library Construction Bond Interest Account	Total
FY 1998-99 Allocations	***$15,044***	***$25,632***	***$325***	***$420***	***$0***	***$41,421***
Less One-time Costs	***$0***	***-$75***	***$0***	***$0***	***$0***	***-$75***
Oceanview Construction						$0
Branch Roofing (Merced, Parkside, Anza)						$0
Mission Branch		-$75				-$75
Expenditure Adjustments	***$481***	***$741***	***-$175***	***$0***	***$0***	***$1,047***
Salary Step Adjustments		$373				$373
Fuhrman Fund			-$175			-$175
Public Library Fund (PTAN) 1/	$481					$481
Lease-Purchase Adjustment		$368				$368
Capital Outlay -- Branch Roofing Projects 1/						$0
Capital Outlay -- Brooks Hall Build-out						$0
Captial Outlay -- Equipment						$0
FY 1999-2000 PHASE B BUDGET	***$15,525***	***$26,298***	***$150***	***$420***	***$0***	***$42,393***
Change from Appropriation	*3.20%*	*2.60%*	*-53.85%*	*0.00%*	*-*	*2.35%*

1/ Reflects an increase in Public Library Foundation Program funds anticipated from the State in FY 1999-00. Funds allocated annually to public libraries based on a per capita formula.

2/ Planned projects at Bernal, West Portal, and North Beach Branch Libraries.

	Library Preservation Fund (LPF)	General Fund	Fuhrman Trust Fund	Mayor's Office of Children & Youth Fund	Library Construction Bond Interest Account	Total
FY 1998-99 Appropriations	***$0***	***$2,990***	***$0***	***$0***	***$0***	***$2,990***
Less One-time Costs	***$0***	***-$2,750***	***$0***	***$0***	***$0***	***-$2,750***
Oceanview Construction		-$2,500				-$2,500
Branch Roofing (Merced, Parkside, Anza)		-$250				-$250
Mission Branch		$0				$0
Expenditure Adjustments	***$0***	***$408***	***$0***	***$0***	***$1,600***	***$2,008***
Salary Step Adjustments						$0
Fuhrman Fund						$0
Public Library Fund (PTAN)						$0
Lease-Purchase Adjustment						$0
Capital Outlay -- Branch Roofing Projects 1/		$250				$250
Capital Outlay -- Brooks Hall Build-out					$1,600	$1,600
Captial Outlay -- Equipment		$158				$158
FY 1999-2000 PHASE B BUDGET	***$0***	***$648***	***$0***	***$0***	***$1,600***	***$2,248***
Change from Appropriation	*-*	*-78.33%*	*-*	*-*	*-*	*-24.82%*

1/ Planned projects at Bernal, West Portal, and North Beach Branch Libraries.

	Library Preservation Fund (LPF)	General Fund	Fuhrman Trust Fund	Mayor's Office of Children & Youth Fund	Library Construction Bond Interest Account	Total
FY 1998-99 Appropriations	***$15,044***	***$28,622***	***$325***	***$420***	***$0***	***$44,411***
Less One-time Costs	***$0***	***-$2,825***	***$0***	***$0***	***$0***	***-$2,825***
Oceanview Construction	$0	-$2,500	$0	$0	$0	-$2,500
Branch Roofing (Merced, Parkside, Anza)	$0	-$250	$0	$0	$0	-$250
Mission Branch	$0	-$75	$0	$0	$0	-$75
Expenditure Adjustments	***$481***	***$1,149***	***-$175***	***$0***	***$1,600***	***$3,055***
Salary Step Adjustments	$0	$373	$0	$0	$0	$373
Fuhrman Fund	$0	$0	-$175	$0	$0	-$175
Public Library Fund (PTAN)	$481	$0	$0	$0	$0	$481
Lease-Purchase Adjustment	$0	$368	$0	$0	$0	$368
Capital Outlay -- Branch Roofing Projects 1/	$0	$250	$0	$0	$0	$250
Capital Outlay -- Brooks Hall Build-out	$0	$0	$0	$0	$1,600	$1,600
Captial Outlay -- Equipment	$0	$158	$0	$0	$0	$158
FY 1999-2000 PHASE B BUDGET	***$15,525***	***$26,946***	***$150***	***$420***	***$1,600***	***$44,641***
Change from Appropriation	*3.20%*	*-5.86%*	*-53.85%*	*0.00%*	*-*	*0.52%*

http://www.sfdpw.com

Department of Public Works
Bureau of Architecture
30 Van Ness Avenue, Suite 4100
San Francisco, CA 94102-6020

Willie Lewis Brown, Jr., Mayor
Mark A. Primeau, AIA, Director and City Architect

Tara D. Lamont, AIA, Bureau Ma

MISSION BRANCH LIBRARY RENOVATION
MONTHLY REPORT December 1998 and January 1999

General

Contractor	Trico Construction
Start date:	11/24/97
Original contract time	365 days
Extension granted	8 calendar days
Original completion date	11/24/98
Revised completion date	12/2/98
Anticipated completion date	3/17/99 (estimated as of December 1998)
Contract amount	$1,944,000
Approved Change Order	$191,302
Percentage of completion as of 1/4/99	88%

Construction progress/issues

First floor: Dry-wall, duct-work, toilet fixtures, tile-work, and terrazzo work are completed. *Rear portion*: Single-ply roofing completed. Installation of elevator continued. *Main floor*: Plastering at new columns completed. *Attic*: Steel connections to new steel columns continued.

Construction schedule

The anticipated completion date including the effect of steelwork delay is 3/17/99. The up-dated time extension will be determined in the next couple of weeks.

Construction budget

As of 1/4/99, the total amount of approved Change Order is $191,302. The following is a summary of the Change Orders:

Change Order No.1: $18,360 for caisson work, etc.
Change Order No.2: $18,883 for replacing an existing slab and bookshelf bases, and plumbing work.
Change Order No.3: $18,770 for handling contaminated soil from elevator pit, etc.
Change Order No.4: $ 6,406 for replacing a broken drain at sidewalk, etc.
Change Order No.5: $12,541 for installing frieze at art work area, changing steel stair connection, etc
Change Order No.6: $20,093 for reinforcing ceiling plaster supports, modifying rain-water leader, etc.
Change Order No.7: $19,461 for bird proofing, demolition to correct existing out-of-plumb brickwork,
Change Order No.8: $29,216 for repairing existing windows and dry rot, roof inspection, etc
Change Order No.9: $47,572 for adding new steel tube columns at end walls, duct cover on flat roof, restoring ornamental ceiling grill, etc.

Change Orders 8 and 9 are latest additions.
Total Change Order costs: $191,302 among which $145,260 is due to unforeseen site conditions, $34,874 is additional work, and. $11,168 is due to omission.
All change orders were approved by Richard Walsh of the Library.

Other issues

In constructing the new seismic structures, steel columns were built inside the existing walls. The walls were supposed to be patched with integral-color plaster to match existing. Prior to patching, samples of plaster panels were made for color matching. However, the results were unsuccessful. It was then decided to paint the walls. The re-painting could be applied to all the interior walls, or localized at the patch areas only. The cost for the former method would be $35,000 with 18 additional (working) days. The construction team decided to try the latter method and succeeded in matching the color. This achieved a saving of approximately $25,000 direct costs and avoided a serious delay.

The completion date of 3/17/99 includes the time delay caused by the prolonged plastering work. The painting work still has an effect on the schedule. At present, the painting work is in progress aiming at the same completion date.

A roof inspection was conducted in late November. The report indicated that there are some damaged and missing tiles, together with flashing problems. It also expressed concerns about life safety due to loose tiles. Roof replacement was not included in the scope of work. Project budget cannot afford replacement cost. DPW and the Library are discussing means of providing additional funds. Contractor has stated that roofing work can be carried out concurrently with the building work. However, it is obvious that there will be some impact on the completion schedule.

[SUPPLEMENTAL APPROPRIATION - STATE FUNDS]

AUTHORIZING THE SAN FRANCISCO PUBLIC LIBRARY TO ACCEPT AND EXPEND A TOTAL OF $923,493 FROM THE CALIFORNIA STATE LIBRARY, PUBLIC LIBRARY FOUNDATION PROGRAM AUGMENTING THE FY98/99 BUDGET WITH A SUPPLEMENTAL APPROPRIATION OF $481,000.

WHEREAS, The Public Library Foundation Program of the California State Library distributes funding to certified public libraries based on a per capita formula, and

WHEREAS, San Francisco Public Library has been certified to receive such funds, and

WHEREAS, The State Legislature augmented the Public Library Fund by $20 million for the FY98/99 funding cycle, and

WHEREAS, Prior to the augmentation, the San Francisco Public Library estimated it would receive $442,000 which was appropriated for FY98/99, and

WHEREAS, San Francisco Public Library will receive an additional $481,000 for a total distribution of $923,000, and

WHEREAS, The San Francisco Public Library has a need for additional funds, and

WHEREAS, based on the revised State mandated per capita formula and the current population of The City and County of San Francisco, the San Francisco Public Library is certified to receive the additional monies, now therefore be it

RESOLVED, that the San Francisco Public Library. be authorized to accept and expend $923,000 from the California State Library Public Library Fund which includes the supplemental amount of $481,000.

SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Tuesday, January 19, 1999

(approved February 18, 1999)

The San Francisco Public Library Commission held a regular meeting on Tuesday, January 19, 1999 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:40PM by Vice President Fran Streets.

The following members were noted present: Vice President Streets, and Commissioners Chin, Coulter, Llorente, and Steiman. Commissioners Agnos and Higueras were excused.

Upon the advice of the Deputy City Attorney the approval of the Minutes of the special and regular meetings of January 5, 1999 were addressed in separate motions.

APPROVAL OF MINUTES of the special meeting of January 5, 1998.

MOTION: approval of the special meeting Minutes of January 5, 1999 was moved by Commissioner Coulter, seconded by Commissioner Llorente.

Public Comment: An anonymous member of the public agreed that addressing approval of the Minutes in separate motions was proper and noted an anonymous member of the public was reported in the Minutes as asking a question which had already been answered.

ACTION: APPROVED Aye 5-0 (Chin, Coulter, Llorente, Streets, and Steiman)

APPROVAL OF MINUTES of the regular meeting of January 5, 1999

MOTION: approval of the regular Meeting Minutes of January 5, 1999 was moved by Commissioner Chin, seconded by Commissioner Llorente.

Public Comment: Mr. Peter Warfield described "omissions" in reported references to the online catalog, called attention to "errors" in statistics reported in the Library Administrative Staff Report, and questioned the accuracy of a statement attributed to the City Librarian regarding online system upgrades. An anonymous member of the public expressed concern with "draining of meaning" from the Minutes identifying three "inaccuracies".

The Commission Secretary informed that the Commissioners that all statistics reported would be verified and any errors would be corrected in the approved copy of the Minutes.

ACTION: APPROVED Aye 5-0 (Chin, Coulter, Chin, Llorente, Streets, and Steiman)

ELECTION OF COMMISSION OFFICERS FOR 1999

The Commission Secretary reported the nomination of Commissioner Llorente to be Commission President and Commissioner Higueras to be Vice President for 1999 were pending. He suggested that other nominations be solicited and if no further nominations were offered that a motion to close nominations be made. The Commission Secretary further suggested a motion then be made to elect the new 1999 officers.

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A. Higueras, A.I.A.

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Civic Center
San Francisco, California 94102
Telephone 415.557.4233

MOTION: Commissioner Steiman, seconded by Commissioner Coulter moved that nominations be closed.

Public comment: none offered

ACTION: APPROVED Aye 5-0 (Chin, Coulter, Llorente, Streets, and Steiman)

MOTION: Commissioner Chin, seconded by Commissioner Coulter moved that Commissioners Llorente and Higueras be elected President and Vice President of the Library Commission for 1999.

Public comment: none offered

ACTION: APPROVED Aye 5-0 (Chin, Coulter, Llorente, Streets, and Steiman)

President Llorente assumed the Chair.

APPROVAL OF THE FY1999-2000 LIBRARY BUDGET

George Nichols, Library Finance Director presented the proposed Phase B Budget to the Commission for its consideration and approval. He noted that the approved budget must be submitted to the Mayor's Budget Office by February 19, 1999. In response to questions by Commissioner Llorente, Mr. Nichols outlined the process used to develop the budget and pointed out constraints on submitting library budget change proposals as part of the Library's budget. Mr. Nichols explained a substitute page of tables (copy attached) to be attached to the Budget summary materials included in the agenda packet. Mr. Nichols described the FY 1999-2000 baseline budget as well as budget change augmentations that Library administration was submitting as an addendum to the budget. He noted that the Phase B Budget is revenue neutral budget as required by the Mayor and Controller's budget instructions.

The Finance Director described in detail the policy framework set by the Mayor for creating the Phase B Baseline Budget. In response to questions by Commissioners Streets and Steiman, Mr. Nichols confirmed roll over of any unexpended Prop. E Funds carried forward from last year. He reported that the Controller's Prop. E revenue projections should be available in the next few weeks. He indicated that there could be a $200,000.00 fund balance remaining at the end of this fiscal year. Mr. Nichols emphasized that this projection was tentative and based on assumptions related to expenditures and revenue. He noted that the proposed budget assumes no growth in Prop. E revenues. Mr. Nichols outlined various specific details of reductions and increases resulting in a net .05% increase in the overall baseline budget. He discussed aspects of State Library funding available, Fuhrman Trust issues, and capital expenditure and equipment purchase proposals.

Mr. Nichols outlined issues involved with continued implementation of the library reorganization and the effort to match staffing with actual positions. Commissioners

Chin, Steiman, and Streets asked concerning the proposed PTAN pool and how the staffing needs of Branch libraries will be met under this proposal. President Llorente questioned how these proposals would work. Mr. Nichols discussed the final pay-out of a five year lease purchase agreement, funding for branch re-roofing and deferred maintenance, and equipment purchase requests in the proposed budget. In response to questions by President Llorente, Commissioner Chin, and Commissioner Streets, the City Librarian discussed the justification for camera equipment purchases proposed. The Finance Director described the proposed capital expenditure of $1.6 million for a build out of Brooks Hall for long-term library use. The City Librarian described various related issues including the outcome of the Post Occupancy Evaluation of the Main that will impact planning for Brooks Hall. She further discussed the status of the Bond Interest Account and described funding sources related to various projects. **Commissioner Streets requested a reconciliation of the Bond Interest Account. President Llorente requested an update report outlining the Commission's options as trustees for the most prudent management of the Fuhrman Trust.** Mr. Nichols discussed his expectations concerning the Controller's revenue projections in response to a question by Commissioner Chin.

Ms. Eve Sternberg, Library Budget Officer described the charts included in each portion of the budget documents outlining details of the baseline budget. She emphasized that a requested increase in the books and materials budget was a major emphasis of the proposed Phase B budget. Ms. Sternberg explained the highlights of various changes proposed in the baseline budget which implement the Library's re-organization plan and the re-allocation of existing positions to reflect actual staffing patterns. She detailed how the newly created PTAN pool would better meet actual staffing needs in the branches. It was noted that this budget places funding where it is actually expended. Ms. Sternberg noted plans to direct more resources to teen services. She reported a stagnant funding situation in Mayor's Office of Children, Youth, and their Families funded programs. She noted reduction of a half FTE position at the Youth Guidance Center but continuing support for Library services there. Various details of reorganized positions and material, supplies, and services put into alignment with actual use were described. Lease purchase payment pay out, Operations and Maintenance positions, and Administration positions were outlined.

Commissioner Steiman expressed appreciation of the clarity offered in the budget presentation and requested assurance that the staffing needs of branches would be addressed. Deputy City Librarian Susan Hildreth discussed the various issues involving branch staffing and in particular addressed how the PTAN pool could significantly address the staffing concerns. President Llorente expressed approval of efforts to institutionalize the needs of the affinity centers in the budget. Commissioner Chin inquired concerning the future budget impact of the pay out of the lease purchase agreements and how the Library planned for long-term maintenance and replacement needs for computer equipment. The City Librarian addressed issues involved with maintaining and acquiring computers. In answer to a question by Commissioner Coulter, the City Librarian reported on how the budget would strengthen the affinity centers. In response to a question by President Llorente, the City Librarian discussed plans to address problems inherent in finding funds for cataloging gift materials.

The City Librarian described as the Library's highest two priorities, the expansion of the books and materials budget and addressing pressing Y2K problems with a segment of the Library's computers. There was further discussion of anticipated revenues and how priorities could be adjusted in response to a review of past budget problems by Commissioner Streets. The City Librarian assured the Commission that grant funded positions were being strictly monitored to prevent a repetition of past problems.

Mr. Nichols discussed his strategy for gaining approval by the Mayor's Budget Office for the budget enhancements outlined in the proposals. He noted the three areas covered in the budget change proposals: enhancing library's collection and its management, public services enhancements, and maintaining library facilities. There was a detailed discussion of the various budget change proposals. The Commission was requested to approve the proposed FY1999-2000 baseline budget and authorize an effort to gain approval of the budget change proposals suggested.

MOTION: Commissioner Streets, seconded by Commissioner Steiman moved approval of the proposed Phase B Budget (baseline) FY1999-2000 Budget and the Budget Change Proposals proposed.

Public comment: An anonymous member of the public did not find the proposed budget clear, noted that this was the Commission's principle opportunity to approve this budget, and pointed out the finite nature of Prop. E funding, upcoming maintenance costs, and risks inherent in lease purchase agreements. Mr. Ed Regan requested details of the actual positions funded in the budget be identified. Mr. Peter Warfield noted that not all of the detailed budget documents were readily available to the public prior to the meeting, questioned an apparent reduction in funding for Technical Services, requested identification of the location of budget details in the budget documents, inquired as to the location and actual amount in the documents of the of the Book and Materials Budget, and concerning the details of the proposed equipment purchases and lease purchase pay -out.

ACTION: APPROVED Aye 5-0 (Chin, Coulter, Llorente, Streets, and Steiman)

MOTION: Commissioner Steiman, seconded by Commissioner moved directing the San Francisco Public Library pursue funding in support of the Budget Change Proposals (BCP) and report back periodically to the Commission on the status of the budget.

Public comment: Mr. Peter Warfield inquired as to the meaning of the term "pursue funding".

The City Librarian noted that the Commission was being asked to authorize the Library to pursue funding with the Mayor's Budget Office, the Controller's Office and at the Board of Supervisors.

ACTION: APPROVED Aye 5-0 (Chin, Coulter, Llorente, Streets, and Steiman)

LABOR UNION REPORT: Ms. Cathy Bremer of the Librarian's Guild, speaking personally, expressed happiness with the PTAN proposal and discussed branch staff experiences in meeting increased public service requirements without increases in staffing. She also expressed happiness with the cooperative relationship with the City Librarian and hope for a productive relationship with the new Chief of Branches. In response to a question concerning the Prop. E mandated discussion of hours at various branches Ms. Bremer noted that there were several possibilities that could be considered.

NEW BUSINESS: President Llorente proposed calendaring a discussion of long-term planning issues for the Commission. Commissioner Steiman requested a demonstration of the online catalog enhancements. Commissioner Streets inquired concerning the time frame for holding the Proposition E hearings. Commissioner Streets requested a year end report describing allocation vs. actual expenditure, and then an effort to make such information available on a quarterly basis.

The City Librarian announced that she would calendar a discussion of strategic goals and for the Prop. E hearings at the next meeting of the Commission. The City Librarian proposed a Web1 demonstration at the February 3rd meeting. Ms. Minudri further noted that the Library had until November of this year to hold the mandated Proposition E hearings at branch libraries. The City Librarian expressed her belief that reports such as those suggested by Commissioner Streets could be done as soon as they were able to be made.

Public comment: An anonymous member of the public discussed the importance of long term planning and budget issues being closely tied together and further supported greater specificity in reporting budget matters. Mr. Ed Regan requested extension of library hours to seven days 6AM to Midnight. Mr. Peter Warfield supported extension of library hours, supported a five year strategic plan, and suggested creation of a report card submitted by interested parties on how the library was meeting needs.

PUBLIC COMMENT: Mr. Peter Warfield discussed various issues experienced in using the online catalog, particularly related to a "browse feature" and a new online system. An anonymous member of the public quoted from and spoke about a pamphlet distributed by the Main Campaign in 1989 He mentioned its discussion of hidden treasures in the Library's collections and a quotation by a former City Librarian opposing weeding. The Hon. David Pilpel, Chair of the San Francisco Sunshine Task Force, speaking personally, congratulated the Commission for the open and accessible process by which it conducted its meetings and offered the resources of the task force should issues arise. Mr. Pilpel suggested that a public review copy of detailed documents such as the budget be made available for members of the public wishing to follow specific details of the discussion be kept at the back of the room during a meeting.

The City Librarian noted that questions concerning the online catalog would be addressed at the upcoming online demonstration and that what was currently available reflect only cosmetic enhancements of the current system not a new online system.

ADJOURNMENT

MOTION: Commissioner Chin, seconded by Commissioner Coulter moved to adjourn the meeting.

ACTION: APPROVED Aye 5-0 (Chin, Coulter, Llorente, Streets, and Steiman)

The meeting was declared adjourned at 7:53PM

Michael Housh, Library Commission Secretary 2/24/99

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Cancelled

San Francisco Public Library

ACCESS, DISCOVER, EMPOWER

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3/99

NOTICE OF MEETING

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les A. Higueras, A.I.A.
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The regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Wednesday, February 3, 1999**
TIME: **5:30 PM**
PLACE: **Koret Auditorium**
Main Library, lower level

DOCUMENTS DEPT.

JAN 29 1999

SAN FRANCISCO
PUBLIC LIBRARY

The meeting will be called to order

AGENDA:

1. APPROVAL OF THE MINUTES
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of January 19, 1999. ACTION

2. CITY LIBRARIAN'S REPORT by City Librarian Regina Minudri
(This item is to allow the City Librarian to report on recent Library activities and make announcements)
This report will consist of : Main Library re-carpeting update, quarterly Technical Services statistics, Ocean View Branch Library bids, and additional branch library updates.

3. LIBRARY SENIOR ADMINISTRATIVE STAFF REPORT
(This item is to allow Library senior staff members to report on recent Library events and make announcements regarding upcoming events and community programs at the Main Library and branches)
A report by Marcia Schneider, Director of Public Affairs, on recent library statistics and upcoming Library programs, events, and exhibitions during February 1999.

4. MISSION BRANCH RENOVATION REPORT
by Roger Wong, Department of Public Works
A report on and discussion of recent activities in the Mission Branch renovation.

5. LIBRARY STRATEGIC GOALS AND PLANNING REPORT by City Librarian Regina Minudri. ACTION
Presentation of, discussion of, and possible action to approve a Strategic Planning process and hold the mandated Proposition E hearings on library hours.

5. WEB1 DEMONSTRATION
Demonstration and discussion of Web1 online system upgrade features.

6. LABOR UNION REPORT
(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

7. NEW BUSINESS
(This item is to allow Commissioners to introduce new agenda items for consideration.)

8. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

9. ADJOURNMENT (requires motion and public comment) **ACTION**

1/27/99 - M.Housh, Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meeting Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level,Koret Auditorium. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

M. Housh 10/17/97

San Francisco Public Library

Memo

To: Commissioners, San Francisco Public Library

From: Regina Minudri RMM

City Librarian

Date: January 27, 1999

Re: Prop. E Hearings and Strategic Long Range Plan

Prop. E Hearings

As you know, the provisions of Prop. E require that the Library hold "at least one public hearing ... at the main and each branch library" where "at least one library commissioner shall attend and which shall receive the results of a survey of users' preferences as to the facility's operating hours." The text of the charter amendment is attached for your information.

A request was sent to the City Attorney asking for an opinion regarding holding these hearings at non-accessible branch libraries. The City Attorney has advised that the library would be in violation of the non-discrimination provisions of the Americans with Disabilities Act in so doing. We then asked about relocating these hearings at accessible branches which are as close as possible to the inaccessible branches . We were advised that this would comply with the ADA provisions providing that there were really separate meetings conducted for each branch for the purpose of eliciting public input. We are further advised that the hearings could be consecutive and on the same day, but with separate agendas and notices specific to each branch.

At present the library has 10 fully accessible branch libraries, plus the main library. The hearings will take place in April and May. Notices and agendas will be prepared in advance and posted at each branch, advising the public of the hearings. We will also provide an opportunity for those unable to attend the hearings to provide us with their advice and input on Prop E as well as the Strategic Plan. There will be a total of 27 public hearings conducted at 11 locations. At least one Commissioner needs to be present during the hearings. We are now working on specific dates and times for these hearings. We have determined that a team of senior managers will conduct these hearings, with the assistance of each branch manager. The branch managers will provide a brief introduction to the branch and will be able to answer specific questions, as needed.

Hearings will be clustered as follows:

Accessible	Not accessible
Presidio	Western Addition, Golden Gate Valley
Richmond (Children's Room)	Anza
Sunset	Parkside
Ortega	Merced
Ingleside	West Portal, Ocean View
Portola	Glen Park, Visitacion Valley
Bayview/Waden	Excelsior
Chinatown	North Beach, Marina
Mission	Potrero, Noe Valley/Sally Brunn
Park	
Main	

Strategic Planning

The library has a need to identify strategic goals and objectives for the next several years which will allow the library to fulfill its mission. The Mission Statement of the San Francisco Public Library is "The San Francisco Public Library is dedicated to free and equal access to information, knowledge, independent learning and the joys of reading for our diverse community."

The Public Library Association, a division of the American Library Association, has recently published a revision of its planning process called "Planning for Results." We expect to use this process, with some adaptations. The basic concept of "Planning for Results" is community based. Since we are going to be doing the Prop. E Hearings and will be asking the community about library hours, it is a wonderful chance to also ask our community how the library can best serve them. A discussion of library hours alone will not elicit the kind of participation we need for a strategic plan.

We have requested funding for this process from the Friends and Foundation of SFPL and have also been advised that we will receive a grant from the State Library to assist in the information gathering and production of the report.

The Strategic Planning Process will begin with a Leadership Group composed of SF residents and staff. The group will be large, approximately 35-40 individuals. They will meet in late March and will be asked several questions to elicit their ideas and opinions. The information gained from this initial meeting will be used as the baseline for our discussions with the public in April and May. A Staff Focus Group will also be convened to respond, react and give input to the Leadership Group results.

The Planning for Results process will be conducted during April and May, just before the specific branch Prop E. discussions. Staff will have the opportunity to discuss the concepts and add their opinions and concerns via the different regular meetings that are held. Once we have all the input, ideas, suggestions and concerns from the public and from staff, we will begin the writing phase. I anticipate that will take most of the summer. When a first draft is prepared, we will re-convene the Staff Focus Group. They will review the first draft. The Leadership Group will be re-convened to review the second draft. After their review is completed, the final draft will be presented to your Commission for discussion and approval. It is my intent that your Commission will receive this report in the Fall, probably October.

Recommendation

I recommend that your Commission approve the Prop. E Hearings as suggested, with the schedule to be announced at the February 18, 1999, Commission meeting and Commission participation discussed.

I further recommend that your Commission approve the concept of the Strategic Planning Process and that the President appoint two Commissioners to serve on the Leadership Group.

attachment: Prop. E Charter Amendment

PROPOSITION E

Shall the City be required to maintain funding for the Library Department at a level no lower than that for the 1992 – 93 fiscal year, and to establish a Library Preservation Fund, to be used only for additional library services, by placing a certain amount of property tax revenues in that fund annually, and shall the City be required to keep open a main and 26 branch libraries for a specified minimum number of hours each week?

YES ➡
NO ➡

Analysis

by Ballot Simplification Committee

THE WAY IT IS NOW: The amount of money the City spends for public libraries is set each year through the budget process. The City is not required to spend a particular amount of money on libraries. The City does not have to keep open a specific number of branch libraries or to have libraries open a specific number of hours each week.

THE PROPOSAL: Proposition E is a charter amendment. Under Proposition E, for the next 15 years, the City would have to spend at least as much for libraries as it did in fiscal year 1992–93. The City would also have to use a specific percentage of its property tax revenues for a Library Preservation Fund. The Fund could only be used to increase spending for library operation, services and materials.

During the term of the Fund, the Library would have to operate a main library and at least 26 branch libraries, including a library for the blind.

After public hearings, the Library Commission would set the hours that the main library and each branch are open. From 1995 through 1999, Proposition E specifies the average number of hours libraries must be open per week. After 1999, the Library Commission could change the average number of hours libraries must remain open, after holding public hearings and based on a study of needs and the adequacy of library services.

A "YES" VOTE MEANS: If you vote yes, you want to establish these funding and service requirements for libraries.

A "NO" VOTE MEANS: If you vote no, you do not want to make these changes.

Controller's Statement on "E"

City Controller Edward Harrington has issued the following statement on the fiscal impact of Proposition E:

If the proposed charter amendment is adopted, in my opinion, it would mandate the current level of spending on library services ($20.8 million) plus reallocate funds (an additional $13.7 million in 1994–95) from current city services to expand specific library services as set forth in the measure, for a total funding commitment of approximately $34 million in 1994–95 with escalation factors in future years.

To the extent property tax revenues would be shifted to library programs, other current City spending would have to be curtailed or new revenues found to support these continuing expenditures

Between 1994–95 and 2009–10, these dedicated funds would grow in two ways: The base $20.8 million would be increased by the general percentage increase in all City appropriations; the $13.7 million of additional funding would grow based on the increase in assessed values of City properties.

How "E" Got on the Ballot

On March 11, 1994 the Registrar of Voters certified that the initiative petition, calling for Proposition E to be placed on the ballot, had qualified for the ballot.

42,503 valid signatures were required to place an initiative charter amendment on the ballot. This number is equal to 10% of the registered voters at the time the petition was first filed with the Registrar.

A random check of the signatures submitted on February 23, 1994 by the proponents of the inititative petition showed that more than the required number of signatures were valid.

ARGUMENTS FOR AND AGAINST THIS MEASURE IMMEDIATELY FOLLOW THIS PAGE.
THE FULL TEXT OF PROPOSITION E IS ON PAGE 64.

TEXT OF PROPOSED CHARTER AMMENDMENT
PROPOSITION E

To the Board of Supervisors of the City and County of San Francisco:

We, the undersigned, registered and qualified voters of the State of California, residents of the City and County of San Francisco, pursuant to Section 3 of Article XI of the California Constitution and Chapter 2 (commencing with Section 34450) of Part 1 of Division 2 of Title 4 of the Government Code, present to the Board of Supervisors this petition and request the following proposed amendment to the charter of this city and county be submitted to the registered and qualified voters of the city and county for their adoption or rejection at an election on a date to be determined by the Board of Supervisors.

The proposed charter amendment reads as follows:

San Francisco Charter Section 6.416
LIBRARY PRESERVATION FUND

(a) There is hereby established a fund for libraries, which shall be called the San Francisco Library Preservation Fund and shall be maintained separate and apart from all other city and county funds and appropriated by annual or supplemental appropriation pursuant to sections 6.205 and 6.306 of this charter. Monies therein shall be expended or used exclusively by the library department specified in section 3.560 of the charter, solely to provide library services and materials and to operate library facilities in accordance with this section.

(b) So long as the Library Preservation Fund exists as provided in this section, the following requirements shall apply:

(1) The library department shall operate no fewer than 26 branch libraries, a main library, and a library facility for the blind (which may be at a branch or main library).

(2) Not later than November 1, 1994, at least one public hearing shall be held at the main and each branch library, which at least one library commissioner shall attend and which shall receive the results of a survey of users' preferences as to the facility's operating hours.

(3) Following these public hearings, effective no later than January, 1, 1995, the library commission shall establish service hours for the main and each branch library, which shall not be reduced during the five years beginning January 1, 1995. Total annual average service hours shall be at least 1028 hours per week (that is, a level approximating the total service hours during fiscal year 1986 – 1987).

(4) The public hearing process specified in subsection (2) shall be repeated at five year intervals, being completed not later than November 1 of the year in question.

(5) Following these subsequent public hearings, the library commission may modify the individual and aggregate service hours established under subsection (3), for the five-year period beginning January 1, 2000 or January 1, 2005 respectively, based on a comprehensive assessment of needs and the adequacy of library resources.

Increasing library hours throughout the system and acquiring books and materials shall receive priority in appropriating and expending fund monies to the extent the funds are not needed to meet the preceding requirements of this subsection (b). Any requirement of this subsection may be modified to the extent made necessary by a fire, earthquake, or other event which renders compliance with the requirement impracticable.

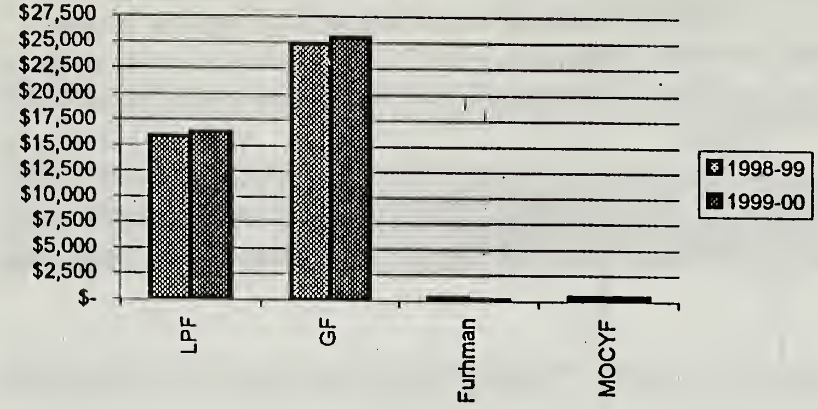
(c) There is hereby set aside for the San Francisco Library Preservation Fund, from the revenues of the tax levy pursuant to section 6.208 of this charter, revenues in an amount equivalent to an annual tax of two-and-one-half cents ($0.025) for each one hundred dollars ($100.00) of assessed valuation for each of the fifteen fiscal years beginning with fiscal year 1994 – 1995. The treasurer shall set aside and maintain said amount, together with any interest earned thereon, in said fund, and any amounts unspent or uncommitted at the end of any fiscal year shall be carried forward to the next fiscal year and, subject to the budgetary and fiscal limitations of the charter, shall be appropriated then or thereafter solely for the purposes specified in this section. Said fund shall be in addition to any other funds set aside for libraries.

(d) The fund shall be used to increase
aggregate City appropriations and expendit
for services, materials and operation of facili
provided by the library department. To this
the City shall not reduce the amount of
appropriations for the library department
including appropriations from the Library P
ervation Fund) in any of the fifteen years du
which funds are required to be set aside un
this section below the amount so appropria
including appropriations from the San Franci
Children's Fund pursuant to section 6.415 of
charter and including all supplemental appro
ations, for the fiscal year 1992 – 1993, adjus
as provided below. Said base amount shall
adjusted for each fiscal year after 1992 – 1
based on calculations consistent from year
year, by the percentage increase or decrease
aggregate City appropriations for all purpo
from the base year as estimated by the Controll
Errors in the Controller's estimate of appropr
tions for a fiscal year shall be corrected by adju
ment in the next year's estimate. For purposes
this subsection, (i) aggregate City appropriatio
shall not include funds granted to the City
private agencies or appropriated by other pub
agencies and received by the City, and (ii) libra
department appropriations shall not inclu
funds appropriated to the library department
pay for services of other City departments
agencies, except for departments or agencies f
whose services the library department w
appropriated funds in fiscal year 1993 – 199
Within ninety days following the end of ea
fiscal year through fiscal year 2008 – 2009, t
Controller shall calculate and publish the actu
amount of City appropriations for the libra
department.

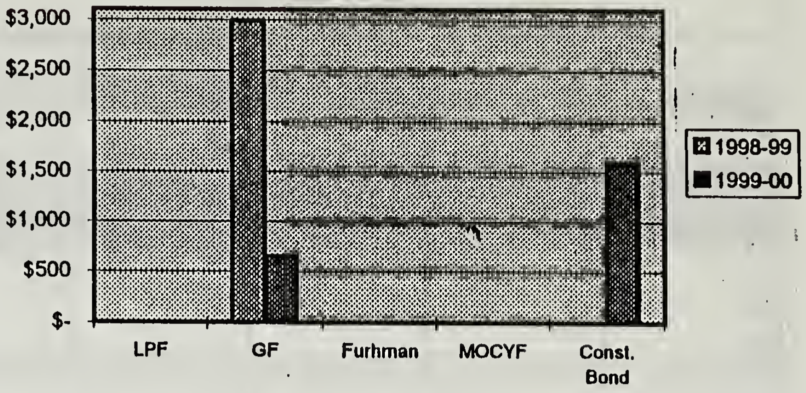
(e) If any provision of this section, or its appl
cation to any person or circumstance, shall b
held invalid or unenforceable, the remainder
this section and its applications shall not b
affected; every provision of this section i
intended to be severable.

BUDGET BY SOURCE OF FUNDS

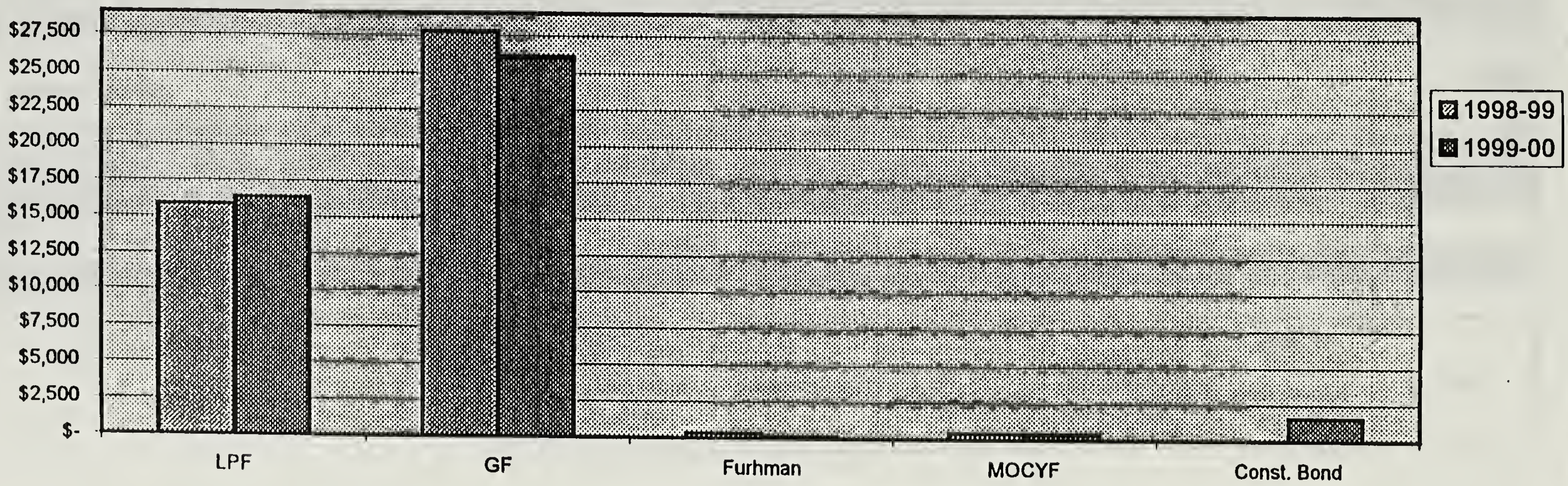
Operations Budget by Source of Funds
FYs 1998-99 and 1999-2000



Capital Projects & Equipment Budget
FYs 1998-99 and 1999-2000



Total Budget by Source of Funds
FYs 1998-99 and 1999-2000



	Library Preservation Fund (LPF)	General Fund	Fuhrman Trust Fund	Mayor's Office of Children & Youth Fund	Library Construction Bond Interest Account	Total
FY 1998-99 Allocations	***$15,856***	***$24,820***	***$325***	***$420***	***$0***	***$41,421***
Less One-time Costs	***$0***	***-$75***	***$0***	***$0***	***$0***	***-$75***
						$0
						$0
Mission Branch		-$75				-$75
Expenditure Adjustments	***$481***	***$741***	***-$175***	***$0***	***$0***	***$1,047***
Salary Step Adjustments		$373				$373
Fuhrman Fund			-$175			-$175
Public Library Fund (PTAN) 1/	$481					$481
Lease-Purchase Adjustment		$368				$368
						$0
						$0
						$0
FY 1999-2000 PHASE B BUDGET	***$16,337***	***$25,486***	***$150***	***$420***	***$0***	***$42,393***
Change from Appropriation	*3.03%*	*2.68%*	*-53.85%*	*0.00%*	*-*	*2.35%*
Percent of Budget	*38.54%*	*60.12%*	*0.35%*	*0.99%*	*0.00%*	*100.00%*

1/ Reflects an increase in Public Library Foundation Program funds anticipated from the State in FY 1999-00. Funds allocated annually to public libraries based on a per capita formula.

	Library Preservation Fund (LPF)	General Fund	Fuhrman Trust Fund	Mayor's Office of Children & Youth Fund	Library Construction Bond Interest Account	Total
FY 1998-99 Appropriations	***$0***	***$2,990***	***$0***	***$0***	***$0***	***$2,990***
Less One-time Costs	***$0***	***-$2,750***	***$0***	***$0***	***$0***	***-$2,750***
Ocean View Construction		-$2,500				-$2,500
Branch Roofing (Merced, Parkside, Anza)		-$250				-$250
		$0				$0
Expenditure Adjustments	***$0***	***$408***	***$0***	***$0***	***$1,600***	***$2,008***
						$0
						$0
						$0
						$0
Capital Outlay -- Branch Roofing Projects 2/		$250				$250
Capital Outlay -- Brooks Hall Build-out					$1,600	$1,600
Capital Outlay -- Equipment		$158				$158
FY 1999-2000 PHASE B BUDGET	***$0***	***$648***	***$0***	***$0***	***$1,600***	***$2,248***
Change from Appropriation	*-*	*-78.33%*	*-*	*-*	*-*	*-24.82%*
Percent of Budget	*0.00%*	*28.83%*	*0.00%*	*0.00%*	*71.17%*	*100.00%*

2/ Planned projects at Bernal, West Portal, and North Beach and/or Ortega Branch Libraries.

TOTAL BUDGET

	Library Preservation Fund (LPF)	General Fund	Fuhrman Trust Fund	Mayor's Office of Children & Youth Fund	Library Construction Bond Interest Account	Total
FY 1998-99 Appropriations	***$15,856***	***$27,810***	***$325***	***$420***	***$0***	***$44,411***
Less One-time Costs	***$0***	***-$2,825***	***$0***	***$0***	***$0***	***-$2,825***
Oceanview Construction	$0	-$2,500	$0	$0	$0	-$2,500
Branch Roofing (Merced, Parkside, Anza)	$0	-$250	$0	$0	$0	-$250
Mission Branch	$0	-$75	$0	$0	$0	-$75
Expenditure Adjustments	***$481***	***$1,149***	***-$175***	***$0***	***$1,600***	***$3,055***
Salary Step Adjustments	$0	$373	$0	$0	$0	$373
Fuhrman Fund	$0	$0	-$175	$0	$0	-$175
Public Library Fund (PTAN) 1/	$481	$0	$0	$0	$0	$481
Lease-Purchase Adjustment	$0	$368	$0	$0	$0	$368
Capital Outlay -- Branch Roofing Projects 2/	$0	$250	$0	$0	$0	$250
Capital Outlay -- Brooks Hall Build-out	$0	$0	$0	$0	$1,600	$1,600
Capital Outlay -- Equipment	$0	$158	$0	$0	$0	$158
FY 1999-2000 PHASE B BUDGET	***$16,337***	***$26,134***	***$150***	***$420***	***$1,600***	***$44,641***
Change from Appropriation	*3.03%*	*-6.03%*	*-53.85%*	*0.00%*	*-*	*0.52%*
Percent of Budget	*36.60%*	*58.54%*	*0.34%*	*0.94%*	*3.58%*	*100.00%*

1/ Reflects an increase in Public Library Foundation Program funds anticipated from the State in FY 1999-00. Funds allocated annually to public libraries based on a per capita formula.

2/ Planned projects at Bernal, West Portal, and North Beach and/or Ortega Branch Libraries.

SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

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ILLIE L. BROWN, JR.
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ARLES A. HIGUERAS, A.I.A.
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AN A. STREETS
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ERRY AGNOS
NNIE K. CHIN
EVEN A. COULTER
NEST H. LLORENTE
ROL STEIMAN
mmissioners

GINA MINUDRI
y Librarian

CH... HOUSH
mmission Secretary

SPECIAL NOTICE

THE REGULAR MEETING OF THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION

SCHEDULED TO BE HELD
TONIGHT - WEDNESDAY
FEBRUARY 3. 1999 HAS BEEN

CANCELED

DUE TO LACK OF A QUORUM RESULTING FROM THE ILLNESS OF SEVERAL COMMISSIONERS.

POSTED 2/3/99
Michael Housh, Commission Secretary

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SAN FRANCISCO
PUBLIC LIBRARY

CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415.557.4233

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FEB 09 1999
SAN FRANCISCO
PUBLIC LIBRARY

San Francisco Public Library

ACCESS, DISCOVER, EMPOWER

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est H. Llorente
ol Steiman
missioners

ina Minudri
Librarian

Housh
mission Secretary

NOTICE OF MEETING

The regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Thursday, February 18, 1999**
TIME: **5:30 PM**
PLACE: **Koret Auditorium**
Main Library, lower level

PLEASE NOTE:

Attachments regarding agenda items #1 & #5 were included in the mailing for the canceled Feb. 3, 1999 Meeting. There are no other attachments for this meeting.

Additional copies of attachments may be obtained from the Commission Office.

The meeting will be called to order

AGENDA:

1. APPROVAL OF THE MINUTES
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of January 19, 1999. **ACTION**

2. OCEAN VIEW BRANCH by Edgar Lopez, Department of Public Works
Report on and discussion of the new Ocean View Branch Library..

3. WEB1 DEMONSTRATION
Demonstration and discussion of Web1 online system upgrade features.

4. MISSION BRANCH RENOVATION REPORT
by a representative of Roger Wong, Department of Public Works
A report on and discussion of recent activities in the Mission Branch renovation.

5. LIBRARY STRATEGIC GOALS AND PLANNING REPORT by City Librarian Regina Minudri. **ACTION**
Presentation of, discussion of, and possible action to approve the concept of a Strategic Planning process and to hold the mandated Proposition E hearings on library hours in accordance with the City Librarian's proposal.

6. LABOR UNION REPORT
(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

7. NEW BUSINESS
(This item is to allow Commissioners to introduce new agenda items for consideration.)

8. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

9. ADJOURNMENT (requires motion and public comment) **ACTION**

2/5/99 M. Housh, Commission Secretary

Civic Center
San Francisco, California 94102
Telephone 415 557 4233

San Francisco Public Library

Memo -- Revised

To: Commissioners, San Francisco Public Library

From: Regina Minudri
City Librarian

Date: February 16, 1999

Re: Prop. E Hearings and Strategic Long Range Plan

Prop. E Hearings

As you know, the provisions of Prop. E require that the Library hold "at least one public hearing ... at the main and each branch library" where "at least one library commissioner shall attend and which shall receive the results of a survey of users' preferences as to the facility's operating hours." The text of the charter amendment is attached for your information.

A request was sent to the City Attorney asking for an opinion regarding holding these hearings at non-accessible branch libraries. The City Attorney has advised that the library would be in violation of the non-discrimination provisions of the Americans with Disabilities Act in so doing. We then asked about relocating these hearings at accessible branches which are as close as possible to the inaccessible branches . We were advised that this would comply with the ADA provisions providing that there were really separate meetings conducted for each branch for the purpose of eliciting public input. We are further advised that the hearings could be consecutive and on the same day, but with separate agendas and notices specific to each branch.

At present the library has 10 fully accessible branch libraries, plus the main library. The hearings will take place in April and May. Notices and agendas will be prepared in advance and posted at each branch, advising the public of the hearings. We will also provide an opportunity for those unable to attend the hearings to provide us with their advice and input on Prop E as well as the Strategic Plan. There will be a total of 28 public hearings conducted at 12 locations. At present, one additional hearing is planned for Access Services, including the Library for the Blind, but no date has been set as yet. At least one Commissioner needs to be present during the hearings. A tentative schedule of specific dates and times for these hearings has been established. We have determined that a team of senior managers will conduct these hearings, with the assistance of each branch manager. The branch managers will provide a brief introduction to the branch and will be able to answer specific questions, as needed.

Hearings will be clustered as follows.

Following is the preliminary schedule of Prop E and Strategic Plan meetings. The host library is on the left followed by the libraries that will have hearings on Prop E and the Strategic Plan on the right. According to the language of the proposition, at least one Commissioner should attend each hearing.

Host Library	Hearings
4/13 Tues Ingleside	Ingleside, West Portal, Ocean View
4/13 Tues Main (L58b)	Main
4/15 Thur Mission	Mission, Noe Valley/Sally Brunn
4/15 Thur Sunset	Sunset, Parkside
4/27 Tues Ortega	Ortega, Merced
4/27 Tues Portola	Portola, Glen Park, Visitacion Valley
4/29 Thur Presidio	Presidio, Western Addition, Golden Gate Valley
4/29 Thur Richmond (Children's Rm)	Richmond, Anza
5/11 Tues Bayview/Waden	Bayview/Waden, Excelsior
5/11 Tues Chinatown	Chinatown, North Beach, Marina
5/13 Thur Mission	Bernal, Potrero
5/18 Tues Park	Park, Eureka Valley
und. Main	Access Services, including the Library for the Blind

All hearings will begin at 7pm and conclude by 9pm.

Strategic Planning

The library has a need to identify strategic goals and objectives for the next several years, which will allow the library to fulfill its mission. The Mission Statement of the San Francisco Public Library is "The San Francisco Public Library is dedicated to free and equal access to information, knowledge, independent learning and the joys of reading for our diverse community."

The Public Library Association, a division of the American Library Association, has recently published a revision of its planning process called "Planning for Results." We expect to use this process, with some adaptations. The basic concept of "Planning for Results" is community based. Since we are going to be doing the Prop. E Hearings and will be asking the community about library hours, it is a wonderful chance to also ask our community how the library can best serve them. A discussion of library hours alone will not elicit the kind of participation we need for a strategic plan.

We have requested funding for this process from the Friends and Foundation of SFPL and have also been advised that we will receive a grant from the State Library to assist in the information gathering and production of the report.

The Strategic Planning Process will begin with a Leadership Group composed of SF residents and staff. The group will be large, approximately 35-40 individuals. They will meet in late March and will be asked several questions to elicit their ideas and opinions. The information gained from this initial meeting will be used as the baseline for our discussions with the public in April and May. A Staff Focus Group will also be convened to respond, react and give input to the Leadership Group results.

The Planning for Results process will be conducted during April and May, just before the specific branch Prop. E. discussions. Staff will have the opportunity to discuss the concepts and add their opinions and concerns via the different, regular meetings that are held. Once we have all the input, ideas, suggestions and concerns from the public and from staff, we will begin the writing phase. I anticipate that will take most of the summer. When a first draft is prepared, we will re-convene the Staff Focus Group. They will review the first draft. The Leadership Group will be re-convened to review the second draft. After their review is completed, the final draft will be presented to your Commission for discussion and approval. It is my intent that your Commission will receive this report in the Fall, probably October.

Recommendation
I recommend that your Commission approve the Prop. E Hearings and Schedule as outlined in this memo.

I further recommend that your Commission approve the concept of the Strategic Planning Process and that the President appoint two Commissioners to serve on the Leadership Group.

attachment: Prop. E Charter Amendment

Library Fund E

PROPOSITION E

hall the City be required to maintain funding for the Library Department at a level o lower than that for the 1992 – 93 fiscal year, and to establish a Library Preservation Fund, to be used only for additional library services, by placing a certain nount of property tax revenues in that fund annually, and shall the City be required keep open a main and 26 branch libraries for a specified minimum number of ours each week?

YES

NO

Analysis

by Ballot Simplification Committee

IE WAY IT IS NOW: The amount of money the City spends for public libraries is set each year through the budget process. The City is not required to spend a particular amount of money on libraries. The City does not have to keep open a specific number of branch libraries or to have libraries open a specific number of hours each week.

IE PROPOSAL: Proposition E is a charter amendment. Under Proposition E, for the next 15 years, the City would ve to spend at least as much for libraries as it did in fiscal ar 1992–93. The City would also have to use a specific percentage of its property tax revenues for a Library Preservation Fund. The Fund could only be used to increase spending for library operation, services and materials.

During the term of the Fund, the Library would have to operate a main library and at least 26 branch libraries, including a library for the blind.

After public hearings, the Library Commission would set the hours that the main library and each branch are open. From 1995 through 1999, Proposition E specifies the average number of hours libraries must be open per week. After 1999, the Library Commission could change the average number of hours libraries must remain open, after holding public hearings and based on a study of needs and the adequacy of library services.

A "YES" VOTE MEANS: If you vote yes, you want to establish these funding and service requirements for libraries.

A "NO" VOTE MEANS: If you vote no, you do not want to make these changes.

Controller's Statement on "E"

ity Controller Edward Harrington has issued the following statent on the fiscal impact of Proposition E:

f the proposed charter amendment is adopted, in my opinion, it uld mandate the current level of spending on library services 0.8 million) plus reallocate funds (an additional $13.7 million in 94–95) from current city services to expand specific library vices as set forth in the measure, for a total funding commitment approximately $34 million in 1994–95 with escalation factors in re years.

o the extent property tax revenues would be shifted to library grams, other current City spending would have to be curtailed new revenues found to support these continuing expenditures

etween 1994–95 and 2009–10, these dedicated funds would w in two ways: The base $20.8 million would be increased by general percentage increase in all City appropriations; the 3.7 million of additional funding would grow based on the in- n assessed values of City properties.

How "E" Got on the Ballot

On March 11, 1994 the Registrar of Voters certified that the initiative petition, calling for Proposition E to be placed on the ballot, had qualified for the ballot.

42,503 valid signatures were required to place an initiative charter amendment on the ballot. This number is equal to 10% of the registered voters at the time the petition was first filed with the Registrar.

A random check of the signatures submitted on February 23, 1994 by the proponents of the inititative petition showed that more than the required number of signatures were valid.

ARGUMENTS FOR AND AGAINST THIS MEASURE IMMEDIATELY FOLLOW THIS PAGE.
THE FULL TEXT OF PROPOSITION E IS ON PAGE 64.

TEXT OF PROPOSED CHARTER AMMENDMENT
PROPOSITION E

To the Board of Supervisors of the City and County of San Francisco:

We, the undersigned, registered and qualified voters of the State of California, residents of the City and County of San Francisco, pursuant to Section 3 of Article XI of the California Constitution and Chapter 2 (commencing with Section 34450) of Part 1 of Division 2 of Title 4 of the Government Code, present to the Board of Supervisors this petition and request the following proposed amendment to the charter of this city and county be submitted to the registered and qualified voters of the city and county for their adoption or rejection at an election on a date to be determined by the Board of Supervisors.

The proposed charter amendment reads as follows:

San Francisco Charter Section 6.416
LIBRARY PRESERVATION FUND

(a) There is hereby established a fund for libraries, which shall be called the San Francisco Library Preservation Fund and shall be maintained separate and apart from all other city and county funds and appropriated by annual or supplemental appropriation pursuant to sections 6.205 and 6.306 of this charter. Monies therein shall be expended or used exclusively by the library department specified in section 3.560 of the charter, solely to provide library services and materials and to operate library facilities in accordance with this section.

(b) So long as the Library Preservation Fund exists as provided in this section, the following requirements shall apply:

(1) The library department shall operate no fewer than 26 branch libraries, a main library, and a library facility for the blind (which may be at a branch or main library).

(2) Not later than November 1, 1994, at least one public hearing shall be held at the main and each branch library, which at least one library commissioner shall attend and which shall receive the results of a survey of users' preferences as to the facility's operating hours.

(3) Following these public hearings, effective no later than January, 1, 1995, the library commission shall establish service hours for the main and each branch library, which shall not be reduced during the five years beginning January 1, 1995. Total annual average service hours shall be at least 1028 hours per week (that is, a level approximating the total service hours during fiscal year 1986 – 1987).

(4) The public hearing process specified in subsection (2) shall be repeated at five year intervals, being completed not later than November 1 of the year in question.

(5) Following these subsequent public hearings, the library commission may modify the individual and aggregate service hours established under subsection (3), for the five-year period beginning January 1, 2000 or January 1, 2005 respectively, based on a comprehensive assessment of needs and the adequacy of library resources.

Increasing library hours throughout the system and acquiring books and materials shall receive priority in appropriating and expending fund monies to the extent the funds are not needed to meet the preceding requirements of this subsection (b). Any requirement of this subsection may be modified to the extent made necessary by a fire, earthquake, or other event which renders compliance with the requirement impracticable.

(c) There is hereby set aside for the San Francisco Library Preservation Fund, from the revenues of the tax levy pursuant to section 6.208 of this charter, revenues in an amount equivalent to an annual tax of two-and-one-half cents ($0.025) for each one hundred dollars ($100.00) of assessed valuation for each of the fifteen fiscal years beginning with fiscal year 1994 – 1995. The treasurer shall set aside and maintain said amount, together with any interest earned thereon, in said fund, and any amounts unspent or uncommitted at the end of any fiscal year shall be carried forward to the next fiscal year and, subject to the budgetary and fiscal limitations of the charter, shall be appropriated then or thereafter solely for the purposes specified in this section. Said fund shall be in addition to any other funds set aside for libraries.

(d) The fund shall be used to increase the aggregate City appropriations and expenditures for services, materials and operation of facilities provided by the library department. To this end, the City shall not reduce the amount of City appropriations for the library department (not including appropriations from the Library Preservation Fund) in any of the fifteen years during which funds are required to be set aside under this section below the amount so appropriated, including appropriations from the San Francisco Children's Fund pursuant to section 6.415 of the charter and including all supplemental appropriations, for the fiscal year 1992 – 1993, adjusted as provided below. Said base amount shall be adjusted for each fiscal year after 1992 – 1993 based on calculations consistent from year to year, by the percentage increase or decrease in aggregate City appropriations for all purposes from the base year as estimated by the Controller. Errors in the Controller's estimate of appropriations for a fiscal year shall be corrected by adjustment in the next year's estimate. For purposes of this subsection, (i) aggregate City appropriations shall not include funds granted to the City by private agencies or appropriated by other public agencies and received by the City, and (ii) library department appropriations shall not include funds appropriated to the library department to pay for services of other City departments or agencies, except for departments or agencies for whose services the library department was appropriated funds in fiscal year 1993 – 1994. Within ninety days following the end of each fiscal year through fiscal year 2008 – 2009, the Controller shall calculate and publish the actual amount of City appropriations for the library department.

(e) If any provision of this section, or its application to any person or circumstance, shall be held invalid or unenforceable, the remainder of this section and its applications shall not be affected; every provision of this section is intended to be severable. ☐

LIBRARY ADVOCACY @ NOW! *in California*

FRIENDS OF CALIFORNIA LIBRARIES • www.calibraries.org/advocacy • FRIENDS • FOUNDATIONS • VOLUNTEERS • ADVOCATES

A Pre-Legislative Day Warm-Up & Tune-Up!

For thirty-seven years FRIENDS of California Libraries' mission has been to support those who would advocate on behalf of libraries. This year we invite you and your library's supporters to attend A "Library Advocacy Tune-Up Session" in Sacramento, from 1:00pm to 4:00pm on Monday, April 26 (the day before Leg' Day). We are pleased to be cosponsoring this workshop with the American Library Association. The session is intended to refresh the skills of experienced advocates and to help bring those who are less knowledgeable up to speed for Leg' Day. This is a great opportunity to invite committed and potential library supporters to an event that will help them help you. Thanks to the generosity of Pacific Bell, this workshop will be provided FREE of charge to attendees.

The heart of the session will be "Shaping the Debate: Influencing Decision Makers," presented by Charles Beard. Mr. Beard is a lifelong library advocate and legislative activist who was instrumental in reestablishing the Georgia Library Legislative Lobby which ultimately garnered funding for the largest public library building program in that state's history. He is past president of both the Georgia Library Association and the Southeastern Library Association and has cochaired three national ALA Presidential Campaigns, *Call for America's Libraries: Say Yes to Your Right to Know, Write for America's Libraries Because Libraries Change Lives, and Library Advocacy Now!* He is a past member of the ALA Executive Board and Council.

This workshop session will give you and your group the opportunity to hear from insiders about the current policies and political climate, and why it's so important for legislators and staffers to have personal knowledge of your library and services. Attendees will hear examples of how to tell the library story effectively, how to answer questions or arguments that may be raised by the legislators or staff you visit and what pending bills or policy issues are most relevant to libraries.

The workshop will provide a great Pre-Legislative Day briefing but would also be an opportunity to enhance advocacy skills for those who will not be remaining in Sacramento for Leg' Day. The workshop will include:

- **Introduction:** Overview of workshop goals and content, why advocacy with policy makers is important at all levels — local, state and federal.
- **The Political Climate:** What library advocates should know.
- **Do's & Don'ts of Dealing With Legislators.**
- **The Role of Trustees & Library Supporters.**
- **The Legislative Visit:**
  - How to handle tough questions.
  - Brief review of office visit: How to do it wrong, how to do it right.
  - Audience role playing.
- **Wrap-Up:** Key points, 10 things to do, Q & A.

Pre-registered workshop attendees will receive an informative packet of study materials so please encourage everyone to pre-register by visiting the "Leg' Day Tune-Up Page" (*http://www.calibraries.org/advocacy*) or by fax (415-749-0735) by calling (415) 749-0130 or e-mail: advocacy@calibraries.org

— Stephanie Stokes, President
FRIENDS of California Libraries

Thanks to the generosity of Pacific Bell, this workshop will be provided FREE of charge to attendees. **PACIFIC BELL.**

How To Attend:

To assure that everyone is ready to lobby, advocate, schmooze and pitch for their library, here is a checklist to punch before the session.

☐ Register for "Library Advocacy Tune-Up Session" using the Registration Form below, online at *http://www.calibraries.org/advacacy/*

☐ Call your Legislative Network Contact Person to setup your legislative appointments. Call: 916-447-8541 to find out who your contact is or check *http://www.calibraries.org/advacacy/contact*

☐ Register for Legislative Day. Get a registration form from the (CLA) California Library Association (the form below does not register you for Legislative Day activities).

☐ **April 26th show up for the Workshop** and be ready to be "tuned-up." Special workshop information packets will be waiting for you. Bring the "pocket checklist" form provide semi filled out. Your librarian can assist you.

☐ **April 27th attend the morning Leg Day** Session beginning at 8:00am and pick up your Leg' Day packet.

☐ **Don't come empty handed:** Assemble handout materials that tell your library's story (copies of news articles, Friends'or Foundation newsletter, brochures, etc.)

☐ **Bring a camera.** Publish photos of your visit in the next issue of your newsletter. Follow up with a copy and a thank you note.

Library Legislative Day

April 27th '99

WHERE:
Sacramento Convention Center
1400 J Street (behind the HYATT Hotel)
Downtown Sacramento/California State Capitol

REGISTRATION:
Contact the CLA office for a registration form. Register early for the early bird Fee!

HOTEL:
CLA has reserved a block of rooms at the Best Western Sutter House, 1100 H Street, Sacramento, CA 95814. Call (916) 441-1314 Fax: (916) 441-5961 Say you are with the California Library Association. BW is a short walk from the Convention Center.

TRAVEL:
To take advantage of discounted fares on designated airlines, call Antelope Corporate Travel at 800-466-6874. Refer to LIBRARY CODE 5

CLA INFORMATION:

California Library Association
717 "K" Street - Suite 300
Sacramento, CA 95814
Phone: 916-447-85411 Fax: 916-447-8394
e-mail: info@cla-net.org

Registration Form *Pre-Legislative Day Warm-Up & Tune-Up*

Name ________________________ Library ________________________

Title/Position ☐ Librarian ☐ Library Staff ☐ Trustee/Commissioner
☐ Friend/Foundation/Volunteer ☐ SAB (System Advisory Boad) ☐ Other

Street: ________________________

City: ________________________ State: __________ Zip: __________

Phone:(_____) ______________ Fax: (_____) ______________ Email: ______________

Use this form to register for the Warm-Up/Tune-Up session on April 26th. You must also register for the Legislative Day events using the California Library Association form enclosed (also available online in Acrobat format at *http://www.claibraries.org/advocacy/*.

Mail this completed form to:

FRIENDS of California Libraries
c/o Stephanie Stokes
1980 Washington, No. 107
San Francisco, Ca 94109-2930

Or fax to (415) 749-0735.

You may also register for the Warm-Up/Tune-Up online at *http://www.calibraries.org/advacacy/register/*.

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FRIENDS of California Libraries

Pocket Checklist

Know Your Legislator

Review this checklist before contacting your legislator. Take it with you on visits. The more you know about a particular legislator, the more effective you can be.

Name of legislator: ______________________

☐ Senate ☐ Assembly

Legislative District: ______________________

Political Party: ☐ Republican ☐ Democrat ☐ Other

Ideology: ☐ Liberal ☐ Conservative ☐ Moderate

Key Characteristics of District:

☐ Rural ☐ Urban ☐ Mixed

☐ University ☐ Business/Labor

Key Supporters:

Date first elected:

Legislative Positions: (fill in below)

Committee, subcommittee memberships:

Committees or subcommittees chaired:

Majority or minority floor leadership

Public position on libraries:

Personal connections to libraries:

The Message

1. The issue is (50 words or less)
2. Three key points are:
3. This is importatn to your district because:
4. This is waht we need you to do:
5. Thank you for your time
6. What I need to do now:

LIBRARY ADVOCACY @ NOW! in California

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Investing In California's Libraries

In 1731, Benjamin Franklin and a group of his friends founded the Library Company — America's first public library. Throughout the 18th and 19th centuries, the Library Company actively collected books, periodicals, pamphlets, and prints reflecting all the varied interests of its patrons. It was the largest public library in North America through the middle of the nineteenth century.

Libraries were born of the notion that people should have free access to information. They provide us with materials that contain a full range of facts, figures, opinions and ideas. By going to the library, we can explore many points of view and make informed decisions.

Because the world is quickly moving into an age driven by information, it's imperative that our children can access it. They will need information for their studies, their jobs and their lives. That's why it's so important for them to become familiar with the library.

Unfortunately, many of California's public libraries are old and inadequate. Some libraries need structural repairs or seismic retrofitting. Others need to be re-wired to accommodate the latest computer technology. Local governments would like to make these changes, but they can't afford to finance the projects.

Last year, for example, the Contra Costa County Librarian identified the need to construct 15 new library branches and remodel or expand seven others. The estimated cost for these projects totaled more than $145 million! According to the Contra Costa County Administrator, "Given the financial problem faced by the County, most of this work cannot be accomplished without the assistance of State bonds."

In fact, the State Library estimates that over $2 billion will be needed during the next ten years to construct new facilities and remodel existing structures statewide. That's why I introduced Senate Bill 3.

This measure would enact the California Library Construction and Renovation Bond Act of 2000, providing $1 billion to help local governments cover the costs of library construction and renovation. Funding would be allocated to cities, counties and districts that qualify based on certain criteria, including need and ability to successfully complete a project. If passed by the Legislature, SB 3 would be subject to voter approval, appearing on the November 2000 ballot.

So far, this legislation has enjoyed ringing endorsements from a wide range of library support groups, including friends, foundations, volunteers, advocates, educators and local governments. They all cite the same reasons for backing SB 3: Branch libraries in many communities have closed; others have dramatically reduced their hours. In many cases, maintenance has been deferred, rendering facilities unsightly at best, unusable at worst. These events have occurred at a time when the need for libraries has grown, not diminished. FRIENDS of California Libraries President Stephanie Stokes sums it up this way, "Our libraries are the repository of our knowledge — they are the handbook for our society. The California Library Construction and Renovation Bond Act is essential if Californians are to have that handbook to use in the next century."

In 1953, President Eisenhower wrote a statement that is just as relevant today. "The libraries of America are and must remain the home of free, inquiring minds. To them, our citizens must be able to turn with clear confidence that they can freely seek the whole truth."

As we race into an age that is sure to surprise us in ways we can't even imagine, it's important to remember Eisenhower's words. California's libraries will remain a solid source of information and knowledge. But only if we continue to invest in them.

— *State Senator Richard Rainey*

Summary: SB 3 - California Library Construction and Renovation Bond Act

Existing law establishes the California Library Construction and Renovation Bond Act of 1988, which authorized the issuance pursuant to the State General Bond Law of bonds in the amount of $75,000,000 for the purpose of financing a special library construction and renovation program.

This bill would enact the California Library Construction and Renovation Bond Act of 2000, which would authorize the issuance pursuant to the State General Bond Law of bonds in the amount of $1,000,000,000 for the purpose of financing a library construction and renovation program administered by the State Librarian.

Other Leg' Day Issues:

#1. Full Funding for (PLF) Public Library Foundation

#2. Additional Funding For The Library Of California (formerly SB 409)

#3. SB 3 - California Library Construction and Renovation Bond Act

#4. Local Library Issues

Provided by: FRIENDS OF CALIFORNIA LIBRARIES

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LES A. HIGUERAS, A.I.A.
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A. STREETS
President

RY AGNOS
NIE K. CHIN
EN A. COULTER
ST H. LLORENTE
OL STEIMAN
missioners

NA MINUDRI
Librarian

HAEL HOUSH
mission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Thursday, February 18, 1999

The San Francisco Public Library Commission held a regular meeting on Thursday, February 18, 1999 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:38PM by President Ernie Llorente.

The following members were noted present: President Llorente, Vice President Higueras, and Commissioners Steiman and Streets. Commissioner Agnos was excused. Commissioner Chin joined the meeting at 5:55PM. Commissioner Coulter joined the meeting at 6:00PM

APPROVAL OF MINUTES of the regular meeting of January 19, 1999.

MOTION: approval of the regular meeting Minutes of January 19, 1999 was moved by Commissioner Higueras, seconded by Commissioner Streets.

President Llorente noted that he had met with the President of the Sunshine Task Force concerning conduct of meetings and in particular clarified issues regarding the proper role of public comment as being an opportunity for members of the public to comment on issues.

Public Comment: An anonymous member of the public expressed concern with reporting quotations from public comment on the previous Minutes, spoke regarding a description of questions regarding the Fuhrman Trust and affinity centers, and opposed approval of the Minutes. Mr. Peter Warfield questioned the accuracy of reported questions and details in the Library Senior Administrator's Report as reflected in the previous minutes, discussed matters regarding library strategic planning, and spoke regarding agreement with remarks by Commissioner Streets.

ACTION: APPROVED Aye 4-0 (Llorente, Higueras, Steiman, and Streets)

OCEAN VIEW BRANCH LIBRARY REPORT

Mr. Edgar Lopez of the Department of Public Works, Bureau of Architecture reported on current progress on the new Ocean View Branch Library. Mr. Lopez noted the design process had been completed and the project was put out to bid in November 1998. He reported receiving eight bids in January 1999 and identified the low bidder Pacific Engineering Builders Inc.'s proposal as within the proposed budget. He described various mandated city processes currently underway toward finalizing a contract and detailed discussions with the Art Commission, library staff, and the community on appropriate public art enhancements for the proposed branch. Mr. Mark Roller and Ms. Collette Crutcher were identified as artists chosen to execute the works. Diagrams illustrating the proposed two story traditional library design were presented and the details were discussed. The art works were noted as having been selected following a vote in the

CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415 557 4233

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meeting Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level,Koret Auditorium. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

M. Housh 10/17/97

community. Commissioners Streets and Higueras raised questions about the process used to select the contractor for the project and how the project could be monitored to guarantee timely and appropriate completion. Mr. Lopez presented a detailed description of the bid process and discussed the city's previous experience with the selected contractor. In response to Commissioners questions the Bayview branch was identified as the most comparable with the proposed new 4,800 sq. ft. Ocean View branch. Commissioner Chin asked assurances from Mr. Lopez that the Commission would be kept fully informed throughout the construction process.

Public Comment: Mr. Ed Regan inquired regarding President Llorente's observations on public comments and requested that a scale model of any proposed new library construction with details of the proposed new facility be made available at the Main and the nearest branch library for each project. An anonymous member of the public commented on President Llorente's response to the previous comment regarding the taking of questions from members of the public during public comment. Another anonymous member of the public spoke concerning community input into the proposed new Ocean View Branch Library and about a computer room in the proposed branch.

Mr. Lopez pointed out the details of the computer room on the building diagram and further described community involvement in the project.

WEB 1 DEMONSTRATION

Ms. Maria Andrews of the Library's Automation Department presented a demonstration of the various aspects of online system upgrades now being made available. A computer generated screen presentation accompanied her remarks. She noted the features remaining unchanged in addition to improved catalog features. Ms. Andrews then demonstrated various kinds and aspects of features available through the upgrades. In response to questions by Commissioner Steiman, Ms. Cathy Sanford of Automation Services described the on-going upgrade process chosen and its advantages inherent in the interim while proposing making further improvements available in future upgrades. Infrastructure needs were reported as being met through grants. She pointed out that the upgrades were at no additional cost in response to a question by President Llorente. Ms. Stanford informed Commissioner Steiman that operating expenses are currently in balance and costs are further covered by E Rate discounts. Commission Chin asked concerning more computer time being taken by Web 1 users. President Llorente was informed that computer training and handouts to the public are available. There was further discussion concerning the browse feature, future funding issues, and capacity available in a Web 2 upgrade.

Public Comment: Mr. Peter Warfield complained that the demonstration omitted deficiencies of the system, that absence of a browse feature increases patron use difficulties, reduces use of search limits, and expressed concern with performance issues, response time, impact on current systems, and increased costs of the new system. An anonymous member of the public spoke about long term planning, Internet links within the online catalog issues, and "hot links" issues. Another anonymous member of the public spoke about current operating costs, possible increased costs with Web 2, concerning problems experienced with mouse operated systems, the effect of technology related costs on the library budget, and about the proportion of the budget going to books and that devoted to technology.

MISSION BRANCH RENOVATION REPORT

Mr. Victor Talatala representing Mr. Roger Wong of the Department of Public Works gave the monthly update report on work at the Mission Branch. Mr. Talatala reported the construction completion date remains March 18, and the likely occupation date April 8, 1999. The accepted low bid for needed roof repairs were noted at $85,000.00, for total additional increased costs of $94,000.00 this month. There was further discussion of roof repair bid process, roof replacement materials chosen, and various specifications set for any work ordered. Commissioner Chin was informed that the roof had been completely replaced. The City Librarian reported that the interim Mission branch will close on April 12, 1999 and the regular branch will have grand opening on May 8, 1999.

Public comment: none offered.

STRATEGIC GOALS AND PROP E HEARINGS PROPOSAL

The City Librarian familiarized the Commissioners of the requirements for holding the 1999 round of branch hearings as mandated by Proposition E. She noted that such hearings, attended by at least one library commissioner, were to ascertain the views of branch users concerning branch library days and hours of operation. Ms. Minudri observed that application of the strict prop. E requirements for a meeting in every branch would place the Library in violation of the federal Americans with Disabilities Act. The City Librarian explained that as the Library has 10 fully accessible branches plus the Main, the City Attorney indicated that the Library could hold a separate meeting for each inaccessible branch in the nearest accessible neighboring branch. The hearings could be held consecutively on the same day but notices and agendas for those hearings should be prepared as separate documents. Ms. Minudri proposed 28 hearings to be held in April and May 1999 (revised memo and schedule attached). A 29th hearing will be held for access services such as the Libraries for the Blind and Deaf.

The City Librarian proposed that in conjunction with the Prop. E Hearings an outreach effort based on the American Library Association's Planning For Results model be used to identify goals for the Library's strategic planning. Ms. Minudri noted that $50,000.00 in funds from the Friends and Foundation of the San Francisco Public Library and the State Library were available to be used to such fund planning activities. She suggested that a leadership group composed of 35-40 San Francisco residents and Library staff begin the process in late March 1999. She further proposed that a staff focus group be created to provide input to the leadership group and consider ideas from the community hearings. The City Librarian recommended that from this process a draft plan be prepared and submitted for further consideration and revision by the staff focus group and the leadership group in late Summer. A refined strategic planning proposal could then be brought to the Commission in October. The City Librarian requested designation of two commissioners to participate in the leadership group. Commissioner Steiman asked concerning the accessibility of the Glen Park and Marina branches and regarding efforts to include full participation by users of inaccessible branches. The City Librarian responded that extra efforts would be made to do extensive outreach for those branch users. Commissioner Steiman inquired concerning other outreach survey efforts that could made as part of the process similar to outreach as was done in the previous round of hearings. Commissioner Steiman inquired concerning the selection of the leadership group. The City Librarian described extensive efforts to make the group as widely representative as possible. President Llorente suggested use of posted announcements in public places and local businesses. Commissioner Chin suggested that the meetings scheduled for the Main be held in conjunction with the regular Commission meeting. The City Librarian agreed to look into the possibility. There was further discussion of ways to increase attendance. In response to a question by Commissioner Coulter, the City Librarian outlined how the series of meetings would be held. Commissioner Steiman asked concerning the accessibility of the Excelsior Branch, noting recent improvements to its bathrooms. Commissioner Coulter inquired concerning why two meetings would be needed for the Main. The City Librarian responded that decisions for meeting locations were made on the basis of the best available information concerning accessibility and that two meetings at the Main had been specifically requested. Commissioner Chin expressed interest in special efforts notifying and involving specific stakeholder groups, particularly students and the school district.

MOTION: approval of the proposed Prop. E Hearings and schedule was moved by Commissioner Coulter, seconded by Commissioner Steiman.

Public Comment: An anonymous member of the public expressed concern that the proposed meeting schedule could violate the intentions of Prop. E by combining branch meetings with limited time available to discuss open hours issues. Another anonymous member of the public observed that while the proposal may meet the letter of the law, the point that library administration confront a neighborhood served by a particular branch could be missed by the burden created by requiring branch patrons to travel to other branch locations to present their views on their own branch. Mr. Peter Warfield commented that doubling up of meetings in the proposed schedule imposed difficulties on those who wish to attend the meetings on different branches or the Main and recommended revision to address that issue.

ACTION: APPROVED Aye 6-0 (Chin, Coulter, Llorente, Higueras, Steiman, and Streets)

MOTION: approval of the proposed strategic planning process was moved by Commissioner Streets, seconded by Commissioner Steiman.

Public comment: An anonymous member of the public observed that the leadership group process proposed created concerns based on previous experience and that a "grassroots" process was preferred. Mr. Ed Regan urged the Commissioners not to use a phone survey in the process. Another anonymous member of the public expressed doubts about a selected group being used to take comments and preferred an open process. Mr. Peter Warfield expressed concerns with a "closed process" and asked that the specific reference allowing comment on a branch's issues

ACTION: APPROVED Aye 6-0 (Chin, Coulter, Llorente, Higueras, Steiman, and Streets)

Following advice by Deputy City Attorney Adine Varah, the President indicated that he would designate two commissioners to serve on the leadership group.

LABOR UNION REPORT: no report was submitted.

NEW BUSINESS: Commissioner Higueras requested that discussion of a schedule for quarterly updates and goals for additional library policy development be calendared. Commissioner Steiman expressed her appreciation to the library pages for their hard work in moving books from the sorting room back to the shelf.

Public comment: Mr. Ed Regan expressed support for Commissioner Higueras' proposal on library policy development. Mr. Peter Warfield expressed concern that carts of unshelved books are being left on floors making it difficult for patrons searching for a specific title to locate them. An anonymous member of the public criticized interruption of public comments by staff and commissioners and suggested a wider array of quarterly reports be submitted to the Commission on topics other than Library policies. Another anonymous member of the public commented on the sorting room, estimated seven hundred books were to be found on carts, expressed concern that shelf space would be available for them, and expressed a wish that they be shelved.

PUBLIC COMMENT: An anonymous member of the public spoke about a "verandah factor" creating separation between the governing and the governed illustrated through feelings of contempt for those holding differing opinions rather than for the content of the opinion itself. Mr. Ed Regan requested system wide 6AM to Midnight hours, seven days a week, that copies of the US. Code be available at the Main and at the branches, and that each branch have office space for its branch librarians. Mr. Peter Warfield spoke about the importance of accessibility issues raised in branch library discussions and noted that online graphical systems could pose Americans With Disabilities Act (ADA) problems for some disabled users, and how the library proposed to address such issues.

The City Librarian discussed the process used to verify ADA compliance for the Library's online systems. Another anonymous member of the public requested that the disposition of books discussed in a recent press report be calendared for discussion at a future meeting.

ADJOURNMENT

MOTION: Commissioner Coulter, seconded by Commissioner Higueras moved to adjourn the meeting.

ACTION: APPROVED Aye 6-0 (Chin, Coulter, Higueras, Llorente, Streets, and Steiman)

The meeting was declared adjourned at 7:55PM

Michael Housh, Library Commission Secretary 2/24/99

Please note: These are draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

City and County of San Francisco

Willie Lewis Brown, Jr., Mayor
Mark A. Primeau, AIA, Director and City Architect

FAX (415) 557-4701
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Department of Public Works
Bureau of Architecture
30 Van Ness Avenue, Suite 4100
San Francisco, CA 94102-6020

Tara D. Lamont, AIA, Bureau Manager

MISSION BRANCH LIBRARY RENOVATION
MONTHLY REPORT February 1999

General

Contractor	Trico Construction
Start date:	11/24/97
Original contract time	365 days
Extension granted	134 calendar days
Original completion date	11/24/98
Revised completion date	4/8/99
Anticipated completion date	4/8/99
Contract amount	$1,944,000
Approved Change Order	$206,482
Percentage of completion as of 1/27/99	89%

Construction progress/issues

First floor: Terrazzo floor finish and bath room fixture work completed. Bookshelves, ceiling grids and corridor lights are being installed. Elevator work continued. *Main floor*: Painting at patch areas completed. Bookshelf bases are being constructed. *Attic*: Steel connections to existing structure completed. Roofing work: About 1/3 of the roof tiles have been removed and underlayment installed.

Construction schedule

In Change Order No. 11, an extension of 126 days was granted for additional steel, plaster and paint work. The revised completion date is 4/8/99. The first floor will be finished before end of February. Substantial completion of the main floor is scheduled for 3/18/99. The Library can start moving-in to first floor in late February. The main floor is ready for moving-in on 3/18/99.

Construction budget

The following is a summary of Change Orders:

Change Order No.1: $18,360 for caisson work, etc.
Change Order No.2: $18,883 for replacing an existing slab and bookshelf bases, and plumbing work.
Change Order No.3: $18,770 for handling contaminated soil from elevator pit, etc.
Change Order No.4: $ 6,406 for replacing a broken drain at sidewalk, etc.
Change Order No.5: $12,541 for installing frieze at art work area, changing steel stair connection, etc
Change Order No.6: $20,093 for reinforcing ceiling plaster supports, modifying rain-water leader, etc.
Change Order No.7: $19,461 for bird proofing, demolition to correct existing out-of-plumb brickwork,
Change Order No.8: $29,216 for repairing existing windows and dry rot, roof inspection, etc
Change Order No.9: $47,572 for adding steel tube columns at end walls, restoring ceiling grill, etc.
Change Order No.10: $15,180 for revised attic framing, and steel cross connections at end walls, etc.
Change Order No.11: For granting extension only. There is no additional cost.

Change Orders 10 and 11 are latest additions.
Total Change Order costs: $206,482 among which $156,256 is due to unforeseen site conditions, $38,845 is additional work, and. $11,381 due to omission.
All change orders were approved by Richard Walsh of the Library.

Other issues

Roofing: Three quotations were received from different contractors, The lowest one was accepted. Cost of change order will be $85,883. This work is expected to be completed by 4/8/99, if weather permits.

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular meeting of Thursday, February 18, 1999 (approved 3/2/99)

The San Francisco Public Library Commission held a regular meeting on Thursday, February 18, 1999 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:38PM by President Ernie Llorente.

The following members were noted present: President Llorente, Vice President Higueras, and Commissioners Steiman and Streets. Commissioner Agnos was excused. Commissioner Chin joined the meeting at 5:55PM. Commissioner Coulter joined the meeting at 6:00PM

APPROVAL OF MINUTES of the regular meeting of January 19, 1999.

MOTION: approval of the regular meeting Minutes of January 19, 1999 was moved by Commissioner Higueras, seconded by Commissioner Streets.

President Llorente noted that he had met with the President of the Sunshine Task Force concerning conduct of meetings and in particular clarified issues regarding the proper role of public comment as being an opportunity for members of the public to comment on issues. President Llorente suggested that there was no obligation for commission or staff response to questions raised by members of the public during public comment.

Public Comment: An anonymous member of the public expressed concern with reporting quotations from public comment on the previous Minutes, spoke regarding a description of questions regarding the Fuhrman Trust and affinity centers, and opposed approval of the Minutes. Mr. Peter Warfield questioned the accuracy of reported questions and details in the Library Senior Administrator's Report as reflected in the previous minutes, discussed matters regarding library strategic planning, and spoke regarding agreement with remarks by Commissioner Streets.

ACTION: APPROVED Aye 4-0 (Llorente, Higueras, Steiman, and Streets)

OCEAN VIEW BRANCH LIBRARY REPORT

Mr. Edgar Lopez of the Department of Public Works, Bureau of Architecture reported on current progress on the new Ocean View Branch Library. Mr. Lopez noted the design process had been completed and the project was put out to bid in November 1998. He reported receiving eight bids in January 1999 and identified the low bidder Pacific Engineering Builders Inc.'s proposal as within the proposed budget. He described various mandated city processes currently underway toward finalizing a contract and detailed discussions with the Art Commission, library staff, and the community on appropriate public art enhancements for the proposed branch. Mr. Mark Roller and Ms. Collette Crutcher were identified as artists chosen to execute the works. Diagrams illustrating the proposed two story traditional library design were presented and the details were discussed. The art works were noted as having been selected following a vote in the community. Commissioners Streets and Higueras raised questions about the process used to select the contractor for the project and how the project could be monitored to guarantee timely and appropriate completion. Mr. Lopez presented a detailed description of the bid process and discussed the city's previous experience with the selected contractor. In response to Commissioners questions the Bayview Branch was identified as the most comparable with the proposed new 4,800 sq. ft. Ocean View branch. Commissioner Chin asked assurances from Mr. Lopez that the Commission would be kept fully informed throughout the construction process.

Public Comment: Mr. Ed Regan inquired regarding President Llorente's observations on public comments and requested that a scale model of any proposed new library construction with details of the proposed new facility be made available at the Main and the nearest branch library for each project. An anonymous member of the public commented on President Llorente's response to the previous comment regarding the taking of questions from members of the public during public comment. Another anonymous member of the public spoke concerning community input into the proposed new Ocean View Branch Library and about a computer room in the proposed branch.

Mr. Lopez pointed out the details of the computer room on the building diagram and further described community involvement in the project.

WEB 1 DEMONSTRATION

Ms. Maria Andrews of the Library's Automation Department presented a demonstration of the various aspects of online system upgrades now being made available. A computer generated screen presentation accompanied her remarks. She noted the features remaining unchanged in addition to improved catalog features. Ms. Andrews then demonstrated various kinds and aspects of features available through the upgrades. In response to questions by Commissioner Steiman, Ms. Cathy Sanford of Automation Services described the on-going upgrade process chosen and its advantages inherent in the interim while proposing making further improvements available in future upgrades. Infrastructure needs were reported as being met through grants. She pointed out that the upgrades were at no additional cost in response to a question by President Llorente. Ms. Stanford informed Commissioner Steiman that operating expenses are currently in balance and costs are further covered by E Rate discounts. The City Librarian noted there could be future costs to the Library associated with additional system upgrades and any such costs would be brought to the Commission for its approval. Commission Chin asked concerning more computer time being taken by Web 1 users. President Llorente was informed that computer training and handouts to the public are available. There was further discussion concerning the browse feature, future funding issues, and capacity available in a Web 2 upgrade.

Public Comment: Mr. Peter Warfield complained that the demonstration omitted deficiencies of the system, that absence of a browse feature increases patron use difficulties, reduces use of search limits, and expressed concern with performance issues, response time, impact on current systems, and increased costs of the new system. An anonymous member of the public spoke about long term planning, Internet links within the online catalog issues, and "hot links" issues. Another anonymous member of the public spoke about current operating costs, possible increased costs with Web 2, concerning problems experienced with mouse operated systems, the effect of technology related costs on the library budget, and about the proportion of the budget going to books and that devoted to technology.

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Public comment: none offered.

STRATEGIC GOALS AND PROP E HEARINGS PROPOSAL

The City Librarian familiarized the Commissioners of the requirements for holding the 1999 round of branch hearings as mandated by Proposition E. She noted that such hearings, attended by at least one library commissioner, were to ascertain the views of branch users concerning branch library days and hours of operation. Ms. Minudri observed that application of the strict prop. E requirements for a meeting in every branch would place the Library in violation of the federal Americans with Disabilities Act. The City Librarian explained that as the Library has 10 fully accessible branches plus the Main, the City Attorney indicated that the Library could hold a separate meeting for each inaccessible branch in the nearest accessible neighboring branch. The hearings could be held consecutively on the same day but notices and agendas for those hearings should be prepared as separate documents. Ms. Minudri proposed 28 hearings to be held in April and May 1999 (revised memo and schedule attached). A 29th hearing will be held for access services such as the Libraries for the Blind and Deaf.

The City Librarian proposed that in conjunction with the Prop. E Hearings an outreach effort based on the American Library Association's Planning For Results model be used to identify goals for the Library's strategic planning. Ms. Minudri noted that $50,000.00 in funds from the Friends and Foundation of the San Francisco Public Library and the State Library were available to be used to such fund planning activities. She suggested that a leadership group composed of 35-40 San Francisco residents and Library staff begin the process in late March 1999. She further proposed that a staff focus group be created to provide input to the leadership group and consider ideas from the community hearings. The City Librarian recommended that from this process a draft plan be prepared and submitted for further consideration and revision by the staff focus group and the leadership group in late Summer. A refined strategic planning proposal could then be brought to the Commission in October. The City Librarian requested designation of two commissioners to participate in the leadership group. Commissioner Steiman asked concerning the accessibility of the Glen Park and Marina branches and regarding efforts to include full participation by users of inaccessible branches. The City Librarian responded that extra efforts would be made to do extensive outreach for those branch users. Commissioner Steiman inquired concerning other outreach survey efforts that could made as part of the process similar to outreach as was done in the previous round of hearings. Commissioner Steiman inquired concerning the selection of the leadership group. The City Librarian described extensive efforts to make the group as widely representative as possible. President Llorente suggested use of posted announcements in public places and local businesses. Commissioner Chin suggested that the meetings scheduled for the Main be held in conjunction with the regular Commission meeting. The City Librarian agreed to look into the possibility. There was further discussion of ways to increase attendance. In response to a question by Commissioner Coulter, the City Librarian outlined how the series of meetings would be held. Commissioner Steiman asked concerning the accessibility of the Excelsior Branch, noting recent improvements to its bathrooms. Commissioner Coulter inquired concerning why two meetings would be needed for the Main. The City Librarian responded that decisions for meeting locations were made on the basis of the best available information concerning accessibility and that two meetings at the Main had been specifically requested. Commissioner Chin expressed interest in special efforts notifying and involving specific stakeholder groups, particularly students and the school district.

MOTION: approval of the proposed Prop. E Hearings and schedule was moved by Commissioner Coulter, seconded by Commissioner Steiman.

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ACTION: APPROVED Aye 6-0 (Chin, Coulter, Llorente, Higueras, Steiman, and Streets)

MOTION: approval of the proposed strategic planning process was moved by Commissioner Streets, seconded by Commissioner Steiman.

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Following advice by Deputy City Attorney Adine Varah, the President indicated that he would designate two commissioners to serve on the leadership group.

LABOR UNION REPORT: no report was submitted.

NEW BUSINESS: Commissioner Higueras requested that discussion of a schedule for quarterly updates and goals for additional library policy development be calendared. Commissioner Steiman expressed her appreciation to the library pages for their hard work in moving books from the sorting room back to the shelf.

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The City Librarian discussed the process used to verify ADA compliance for the Library's online systems. Another anonymous member of the public requested that the disposition of books discussed in a recent press report be calendared for discussion at a future meeting.

ADJOURNMENT

MOTION: Commissioner Coulter, seconded by Commissioner Higueras moved to adjourn the meeting.

ACTION: APPROVED Aye 6-0 (Chin, Coulter, Higueras, Llorente, Streets, and Steiman)

The meeting was declared adjourned at 7:55PM

Michael Housh, Library Commission Secretary 3/4/99

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

DOCUMENTS DEPT.
FEB 26 1999
SAN FRANCISCO
PUBLIC LIBRARY

16
2/99

NOTICE OF MEETING

The regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Tuesday, March 2, 1999**
TIME: **5:30 PM**
PLACE: **Koret Auditorium**
Main Library, lower level

The meeting will be called to order

AGENDA:

1. **APPROVAL OF THE MINUTES**
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of February 18, 1999. **ACTION**

2. **CITY LIBRARIAN'S REPORT** by City Librarian Regina Minudri
(This item is to allow the City Librarian to report on recent Library activities and make announcements)
This report will consist of : Ocean View Branch Library bids, branch library activities updates and improvements, Prop E and Library Strategic Plan hearings, Info People grants, and information on a System Advisory Board workshop.

3. **LITIGATION REPORT** by Deputy City Attorney Amy Ackerman
Report on and discussion of a recent California Court of Appeals ruling in Public Access Project vs. San Francisco Public Library Commission, California Superior Court Case # 988-316 upholding the Library Commission process used in appointing the City Librarian.

4. **LIBRARY SENIOR ADMINISTRATIVE STAFF REPORT**
(This item is to allow Library senior staff members to report on recent Library events and make announcements regarding upcoming events and community programs at the Main Library and branches)
A report by Marcia Schneider, Director of Public Affairs, on recent library statistics and upcoming Library programs, events, and exhibitions during March 1999.

5. **MAYOR'S OFFICE OF CHILDREN, YOUTH AND THEIR FAMILIES ACTIVITIES REPORT**
Presentation and discussion of a report on the activities of the Mayor's Office of Children, Youth, and their Families.

E L. BROWN, JR.

ES A. HIGUERAS, A.I.A.
ent

A. STREETS
resident

LY AGNOS
IE K. CHIN
N A. COULTER
T H. LLORENTE
L STEIMAN
issioners

IA MINUDRI
ibrarian

AEL HOUSH
ission Secretary

CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415.557.4233

6. LABOR UNION REPORT

(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

7. NEW BUSINESS

(This item is to allow Commissioners to introduce new agenda items for consideration.)

8. PUBLIC COMMENT

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

9. ADJOURNMENT (requires motion and public comment) ACTION

2/25/99 - M.Housh, Commission Secretary

**DEPARTMENT OF CHILDREN,
YOUTH & THEIR FAMILIES**

**DEBORAH ALVAREZ-RODRIGUEZ
DIRECTOR**

SEAL OF THE CITY AND COUNTY OF SAN FRANCISCO

**WILLIE L. BROWN, JR.
MAYOR**

February 17, 1999

MEMORANDUM

To: San Francisco Library Commissioners

FROM: Deborah Alvarez-Rodriguez, Director
DCYF

RE: Submission of the 1999-2000 Children's Services Plan

Enclosed is a draft of the 1999-2000 Children's Services Plan for your review. While this is not an item that requires a formal vote or action, we look forward to a lively discussion at the hearing scheduled for Tuesday, March 2, 1999.

Should you have any questions or need additional information you may contact me directly at 554-8958.

Thank you for your assistance.

DAR:cg DAR

enclosure

Department of Children, Youth and Their Families (DCYF)

1999-2000 Proposed Children's Services Plan

A Results-Based Planning Framework

Draft 2.2
February 1999

Mayor Willie L. Brown, Jr.

Prepared by:

Department of Children, Youth and Their Families
1390 Market Street, Suite 918
San Francisco, CA 94102
415.554.8990 phone
415.554.8965 fax

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Executive Summary

In the 1999-2000 Children's Services Plan, the Department of Children, Youth and their Families (DCYF) proposes to take unprecedented action to make accountability and evaluation a central strategy in accomplishing its mission of improving the over all well being of San Francisco's children, youth and their families. DCYF proposes a number of systems change priorities to guide future operations. These include:

- Leveraging financial and human resources in order to build the capacity of neighborhoods, service organizations, and public institutions to improve outcomes for children, youth and their families;
- Developing a system of service that is coherent, coordinated, responsive, and unites all stakeholders;
- Developing a two-year funding strategy that promotes coordinated planning and accountability;
- Implementing an evaluation framework to assess performance and measure outcomes;
- Implementing an on-line grants management database that incorporates quantitative and qualitative measures linked to performance measures and outcome indicators; and
- Mandating that all contracts of $200 K develop a plan to increase youth participation in the implementation and evaluation of services supported by the Children's Fund.

These priorities provide the framework to coordinate planning, increase accountability, and assess performance of children's services.

DCYF also proposes to link future funding priorities to quality of life benchmarks as a strategy to connect the work of publicly funded children and youth programs with measurable indicators linked to local, state, and national research. These benchmarks will include qualitative and quantitative measures:

1. Children and families are healthy;
2. Children are ready to learn and are succeeding in school;
3. Children live in safe and supported families;
4. Children and youth will have meaningful relationships with peers and adults in their families and community;
5. Children and youth live in safe, viable and supported communities; and
6. Children and youth contribute to the vitality of San Francisco.

DCYF will work with a coalition of public and private stakeholders to further define these benchmarks and appropriate correlating measures.

While the Children's Fund comprises only approximately 3% of overall public funds spent on children and families in San Francisco, it is especially important because of its flexibility. DCYF has a responsibility to leverage every Children's Fund dollar to maximize opportunities for children. Using data and an inclusive planning process, San Francisco can continue to develop innovative public policies and service delivery systems for children and youth that emphasize access and quality.

Deborah Alvarez-Rodriguez
Director
Department of Children, Youth and Their Families

Introduction

Over the past several years parents, consumers, young people, and policy makers have expanded the public debate on children's services to include a focus on quality and accountability. The mission of the Department of Children, Youth and Their Families (DCYF), formerly known as the Mayor's Office of Children, Youth and Their Families (MOCYF), is to improve the well-being of children, youth and their families in San Francisco. In order to demonstrate measurable improvements in the lives of San Francisco's young people, DCYF is working with all stakeholders – parents, youth, educators, public policy leaders, business, philanthropy and community service agencies – to build the capacity of our neighborhoods to promote the healthy development of children. The annual Children's Services Plan (CSP) is an important part of this process.

The Children's Fund legislation requires the Mayor to prepare and present to the Board of Supervisors a Children's Services Plan (CSP). The CSP articulates the input from various stakeholders throughout the City and recommends policy and funding priorities for the expenditure of the Children's Fund. Recommendations are based on past planning efforts as well as analysis of future socio-economic, demographic and program trends. From November to December 1998 DCYF conducted 11 community meetings and 8 meetings with City Departments. We also collected secondary data from a number of important sources including the San Francisco Department of Public Health, Juvenile Probation Department, San Francisco Unified School District, San Francisco Housing Authority and the State Department of Finance. After analyzing the available data the Children's Services Plan proposes five new systems change priorities and aligning future funding to quality of life benchmarks.

Systems Change Priorities Will Guide DCYF Operations

DCYF is taking unprecedented action to make accountability and evaluation a central strategy in accomplishing its mission of improving the well being of San Francisco's youngest residents. In order to make policy, planning and accountability the hallmark of our children's services system we must make two fundamental changes in the way we do business. First, we must stop treating evaluation and accountability as a technical appendage or afterthought of grant making and contracting.[1] Secondly, we must redefine grant making for children's services as an investment strategy[2] that leverages resources in order to yield positive results. By demonstrating the value of our investments in children and youth services we have an opportunity to enhance accountability and develop important tools to help change the public and private delivery systems that serve the needs of children, youth and families in San Francisco. Transforming the way we do business does pose some challenges, but San Francisco has repeatedly led the nation in innovative public policies for children. To facilitate this new focus on results-based planning, the Department of Children, Youth and Their Families proposes to implement a number of systems change priorities in fiscal 1999-2000:

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[1] "The National Structured Evaluation: Final Report to Congress." Gary Hill et al.. Conwal Incorporated, 1994.

[2] "A Workbook for Reinvesting in Community Based Prevention Approaches for Children and Families." The Comprehensive Integrated Services Reinvestment Project; Foundation Consortium, 1998.

- Leverage financial and human resources in order to build the capacity of neighborhoods, service organizations and public institutions to improve outcomes for children, youth and their families;
- Develop a system of service that is coherent, coordinated, responsive and unites all stakeholders;
- Develop a two-year funding strategy that promotes coordinated planning and accountability;
- Implement an evaluation framework to assess performance and measure outcomes;
- Implement an on-line grants management database that incorporates quantitative and qualitative measures linked to performance measures and outcome indicators; and
- Mandate all contracts over $200 K to develop a plan to increase youth participation in the implementation and evaluation of services supported by the Children's Fund.

These changes are necessary if the collective "we" is going to succeed in making San Francisco the most child friendly city in America. As Jonathan Kozol said in Amazing Grace, " Whatever good things may happen for the children of another generation are, in any case, of little solace to those who are children now and will not have their childhood to live a second time in the next century."[3]

Funding Priorities Will Be Linked to New Quality of Life Benchmarks

In order to create an accountability system, we need to make decisions linked to results. "Creating a set of results and indicators lays the groundwork for developing new decision making tools which inform and to some extent make possible, a new kind of decision making process. The purpose of these efforts is to make decisions that lead to improved results for children, families, and communities,"[4] emphasizes Mark Friedman, a national expert on results based planning and accountability systems.

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[3] AMAZING GRACE: The Lives of Children and the Conscience of a Nation. Jonathan Kozol, First Harper Perennial, New York, 1996; p. 193.

[4] "A Strategy Map For Results – Based Budgeting: Moving From Theory to Practice". Mark Friedman for the Finance Project; September, 1996.

While the 1997-98 and 1998-99 funding priorities were an important step toward setting overall goals to guide the work of the departments and community-based organizations, they lack the specificity to effectively evaluate the impact of these services for specific populations and communities. As such, DCYF proposes to work with our community based organizations, youth and parents who are consumers of DCYF-funded programs, city departments and local and national research institutions to develop a set of quality of life benchmarks and indicators to guide future funding priorities. The revised set of funding priorities proposed for FY 1999-2000 is linked to available published research on quality of life indicators as well as input from community meetings. The Department recognizes that this set of benchmarks and indicators is incomplete and may change as a result of an intensive planning process that the Department will facilitate in the upcoming year. Nonetheless, they represent an important starting point and an expanded focus on results.

A number of important research studies have begun to develop and define quality of life indicators or benchmarks for children and family services. EMT Associates, through a grant from the Foundation Consortium, developed a set of nine Quality of Life Indicators. DC Action for Children, as part of their Children's Budget 2000 also developed a set of key benchmarks. In 1998 the California Healthcare Foundation published a report entitled Purchasing Higher Quality Care for Children: A Clinical Quality Accountability Framework for California's Healthy Families Program. Robert G. Eccles' article *"The Performance Measurement Manifesto,"* published in the Harvard Business Review, details the importance of having qualitative and quantitative measures of performance. The work of a number of important organizations, including Children Now, The Finance Project and the National Center for Youth Development have also made important contributions. The Department of Children, Youth and Their Families proposes to adopt many of the Quality of Life Indicators for Children & Families developed by the Foundation Consortium to guide future funding and planning activities. These **Quality of Life Benchmarks** are:

1. Children and families are healthy;
2. Children are ready to learn and are succeeding in school;
3. Children live in safe and supported families;
4. Children and youth will have meaningful relationships with peers and adults in their families and community;
5. Children and youth live in safe, viable and supported communities; and
6. Children and youth contribute to the vitality of San Francisco.

Within each of these Benchmarks, DCYF, working with community-based organizations, consumers (both young people and parents), City Departments, foundations, businesses, and elected and appointed officials, will develop a set of specific performance indicators. These might include: a) health insurance coverage; b) immunization, nutrition, and child mortality; c) use of alcohol and drugs by young people; d) availability of high quality child care; e) student achievement and graduation rates; f) median family income; g) public library, after-school, and arts opportunities; h) job growth; and i) youth membership in community service projects and organizations.

The 1999-2000 Children's Services Plan reflects the efforts of DCYF to design a roadmap for results-based planning for the new millennium. ***Section One: Advantages and Achievements*** reviews the history of the Children's Fund and the neighborhood assets supported over the past two years. ***Section Two: Challenges in a Changing Environment*** highlights some of the policies and trends that impact the well being of children, youth and families in San Francisco. ***Section Three: Recommendations*** describes the Department's funding and operational recommendations for the 1999-2000 fiscal year.

Section One: Advantages and Achievements

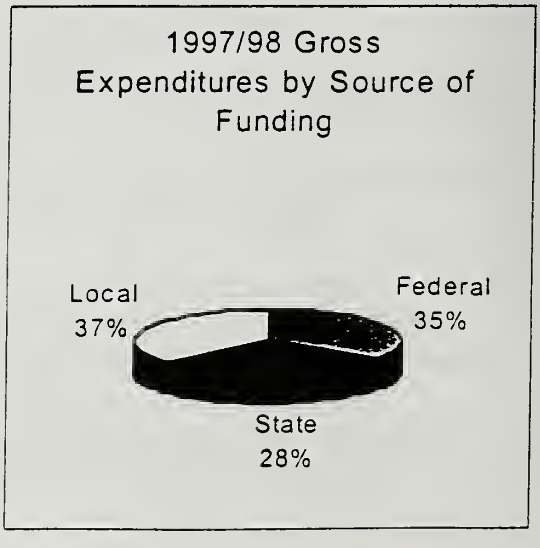
Over the past ten years, San Francisco's residents, elected officials, business and philanthropic organizations, and community service providers have worked together to implement innovative public policies and expand services for children.

San Francisco is a national leader in supporting children's services......

- In 1989 the Mayor's Office in San Francisco, through an Executive Order, created the Mayor's Office of Children, Youth and Their Families (MOCYF).
- In 1991, San Francisco became the first city in the nation to allocate a percentage of every property tax dollar for children's services (Children's Fund).
- In 1994 the San Francisco Youth Commission was created.
- In 1998, the Mayor and the Board of Supervisors approved a resolution to change the status of MOCYF to the Department of Children, Youth and Their Families (DCYF) effective January 1, 1999. The Mayor also appointed the City's first citywide Child Care Coordinator.
- In 1998, the Mayor with support from the Board of Supervisors declared the "Year of the Child" in the San Francisco Budget. $9.4 M of new local revenue was dedicated to the public funding of children and youth services across San Francisco.

San Francisco's commitment to serving children and families spans more than a decade of progressive public policies aimed at helping families and children succeed. In order to fully understand the magnitude of this commitment let us examine the City's overall expenditures on children and family services in the fiscal year 1997-98 and the Children's Fund potential to leverage other federal, state and private funds.

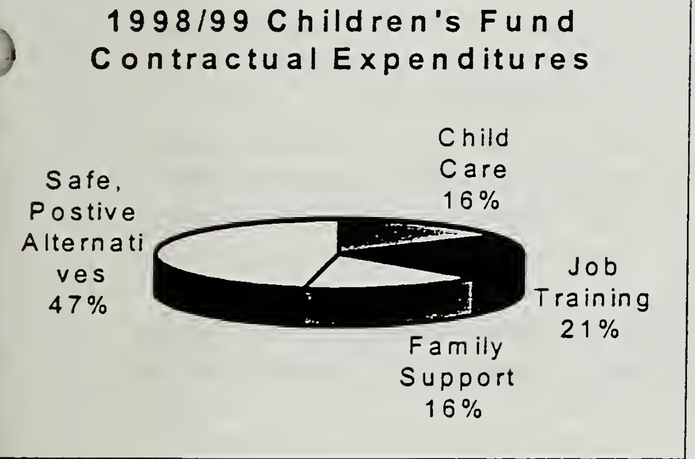
In 1997/98 approximately $360 million were spent on children and family services in the City and County of San Francisco. The Children's Fund accounted for only 3% of total expenditures, while all local dollars, including the Children's Fund, amounted to just over $133 million or 37% of total expenditures. State dollars attributed for slightly over $100 million or 28%, and federal dollars attributed for $127 million or 35% of total expenditures.



These figures do not include the San Francisco Unified School District's budgeted expenditures nor direct federal, state and philanthropic grants to children and family service providers. In sum, nearly one billion dollars a year was spent on children and family services in San Francisco in 1997-98. The majority of these funds are restricted or categorical dollars that help fund health, foster care, juvenile justice and other mandated services. The Children's Fund was, and continues to be one of the most important sources of flexible funding. As such, the Children's Fund should be used to leverage other categorical dollars and as an investment in prevention, youth development and family support services.

The Children's Fund is an important part of this commitment.....

In 1998-99 DCYF issued $14 million of Children's Fund dollars in direct grants to community-based organizations. Allocations by funding priority include $5.4 million to Safe/Positive Alternatives to Violence, $1.8 million to both Child Care and Family Support Services and $2.4 million to Youth Job Training/Employment.


1998/99 Children's Fund Contractual Expenditures

In addition to the $11.4 million awarded in direct grants to over 80 community-based organizations, city departments received an additional $2.3 million to provide physical and mental health services, mobile library services, youth employment, arts and recreation services in the schools, and supports for child care centers.

Leveraging financial and human resources and assets to build the capacity of neighborhoods to improve outcomes for children and youth requires innovation and collaboration...

DCYF has continued to fund and support collaborative models that enhance youth development, reduce services fragmentation and serve the diversity of communities across San Francisco.

Beacon Centers
In 1998, San Francisco's Beacon Centers experienced considerable success in their effort to strengthen the capacity of neighborhoods to promote healthy youth development. The Beacon Center infrastructure enables them to coordinate and support multiple programs, ensure safety and serve as a bridge between school and community. Additionally, the Centers have built partnerships with Citywide and community based organizations, furthering their capacity to serve the diversity of San Francisco' s children, youth and families.

Beacon Centers attract and serve large numbers of people of all ages. Last year over 4,300 persons, of whom 3,000 were youth, participated in Beacon Center programs and events. In addition, by bringing over 300 community members to the centers, over 11,000 hours of volunteer hours were utilized—a community demonstration of neighborhood assets.

Beacon Centers successfully leveraged new resources. In 1998, five Beacon Centers located in the Mission, Visitacion Valley, Chinatown, Richmond and Sunset neighborhoods attracted both in-kind and leveraged funding of $1.7 million. This represented a match to the original core funding—a sound public investment. This year, the Beacon Centers will expand to the Western Addition, OMI and Bayview/Hunter's Point neighborhoods. The Mayor's Office, SFUSD, DCYF, and a representative from the Youth Development Funders group, represented by the Evelyn and Walter Haas Jr. Fund sponsor the Beacon's Initiative. The Initiative is conducting a state of the art evaluation that will guide citywide learning about measuring and obtaining meaningful youth development outcomes.

Excelsior Youth Center
A $7M state of the art facility was opened in November 1998 to serve children and youth of the Excelsior district. Within the first three months the Excelsior Youth Center had surpassed its annual goal by serving over 750 youth between the ages of 7-18 through various programs including a Learning Center, Health & Physical Education Department, Technology Center, Arts & Crafts, Social Recreation Department and a Teen Center.

Youth Works
San Francisco Youth Works is a high quality, year-round internship program for youth interested in working in city government. This new program links classroom-based learning to work-based learning and successfully placed a total

of 250 10th and 11th grade high school students in paid internships during the 1998-99 academic school year. The Board of Supervisors expanded this program with additional funding of $234K. Most recently, Youth Works interns served as Tour Guides for the opening of City Hall in January 1999.

MYEEP Receives National Recognition

The Mayor's Youth Education and Employment Program (MYEEP) was recognized in Washington, DC by the National Youth Employment Coalition for demonstrating effectiveness in preparing youth for jobs and independent learning. MYEEP serves over 600 low-income young people throughout San Francisco each year by preparing them for future self-sufficiency and success through a combination of real work experience, training and job/academic counseling. MYEEP is the largest after school employment collaborative in the Bay Area and partially funded by DCYF.

New Child Care Coordinator

In the fall of this year the Mayor hired the City's first citywide Child Care Coordinator to assist and oversee the planning and coordination of local, state and federal resource allocation and research activities for the expansion of child care services. An important role for the Child Care Coordinator is to staff the San Francisco Child Care Planning and Advisory Council (CPAC), a state-mandated council whose members are nominated by the SFUSD, SF Board of Education and the Mayor and appointed by the SF Board of Supervisors. The role of the CPAC is to advise local and state governing bodies on child care policy and initiative activities. The Child Care Coordinator is also working with Head Start to ensure a smooth transition to a new Head Start grantee. Working closely with the Starting Points Initiative, currently housed at DCYF, the child care coordinator will oversee the implementation of three new child care funding streams, the Child Care Facilities Fund, Section 108 Loan Guarantee Fund, and the High Quality Child Care Initiative.

The Starting Points Initiative (SPI)

The Starting Points Initiative, funded by the Carnegie Corporation, many local funders and DCYF, and housed at DCYF, is governed by and Early Childhood Interagency Council composed of key stakeholders in the early childhood community, including parents. Its goal is to help improve the quality of life for 0-5 year olds. The SPI initiated or supported the Child Care Facilities Fund, Section 108 Child Care Development Fund and other important innovations.

Child Care Facilities Fund

A total of $600,000 in additional new funding was leveraged to establish the capacity-building Child Care Facilities Fund, a public/private partnership which provides low interest loans and grants to child care centers and family child care homes.

Section 108 Child Care Center Development Program
The Section 108 Child Care Center Development Program (CCCDLP) is a new loan program established to create new child care slots for low-income residents of San Francisco. This program provides capital funding for child care agencies developing licensed space for children ages 0-13. By partnering with the Starting Points Initiative, the Mayor's Office of Community Development, the Department of Human Services and the Low Income Housing Fund, the CCCDLP will make available $10 million to borrowers with center projects that meet the City's goal of increasing services to low-income working families who are participating in Welfare To Work activities.

Adopt-a-Child Care Center Program
The Adopt-a-Child Care Center Program is a new partnership between the Mayor's Office, Starting Points Initiative, Christmas in April, Providian Bank, and local construction companies. Through this partnership, local construction companies are matched with child care programs in need of major and minor renovations for the improvement and expansion of their programs. In addition, Christmas in April will be working either in conjunction with construction companies or on individual sites to make additional facility improvements. In this pilot phase, over 20 child care programs will receive assistance to improve care for over 1,000 children and create new child care slots for over 300 children. This program was launched on February 10, 1999.

Expanding the scope of services for San Francisco's diverse neighborhoods.....

In 1998-99, DCYF made grants to 83 community-based organizations. Through these grants, approximately 55,000 individuals, mostly children and youth, are receiving a variety of services. Funded organizations serve a range of ages of children, with a range of activities, in neighborhoods throughout the City. For example,

- WriterCorps, recently featured in The San Francisco Chronicle, teaches creative writing to at risk youth ages 7-17 at nine after school program sites in the Tenderloin, Portrero Hill, SOMA, and the Mission.

- The Interagency Collaborative for Homeless and Runaway Youth seeks to stabilize young people and connect them with a continuum of employment, education and health services.

- The Girls After School Academy, also recently featured in a local newspaper, offers targeted services, including financial skills, for girls in Sunnydale, San Francisco's largest public housing development. (For a complete list of grantees, please consult the Appendix).

DCYF staff provides technical assistance and support services to youth, families, and communities.....

In January, 1998 DCYF and Mayor Willie L. Brown, Jr. hosted San Francisco's second Youth Summit. Over 500 youth and adults attended. The Summit focused on community needs and how to best meet these needs. City Department initiatives were reviewed and youth had an opportunity to speak face to face with the Mayor and the Superintendent of Schools.

This spring, DCYF and the San Francisco Youth Commission will co-sponsor the second Children and Youth Empowerment Conference, scheduled for May 22, 1999. This year's conference goals include: providing youth with specific skills and resources to effect change; recognizing and publicizing the accomplishments of youth; establishing a youth agenda for decision makers to consider; and providing a network for youth advocates to form collaborations.

DCYF staff also provides assistance with grants review processes for other City Departments for youth-related programs, as well as technical assistance to grantees via quarterly meetings. Past trainings have focused on evaluation and health insurance opportunities for low-income youth and families.

While 1998-1999 was an unprecedented year in the expansion of children's services, we know critical needs remain. In 1999-2000, DCYF proposes to build on 1998-1999 policy and planning activities.

Section Two: Challenges in a Changing Environment

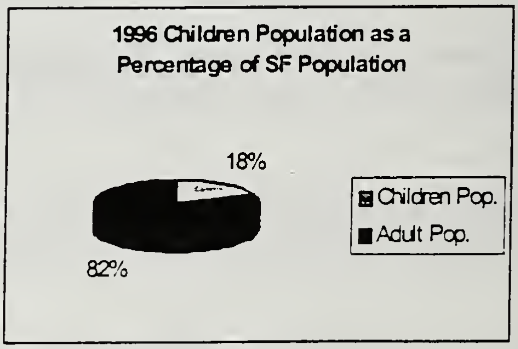
In the 1999-2000 Children's Services Plan, the Department of Children, Youth and Their Families proposes to link the future funding of community based organizations and city departments receiving Children's Fund dollars to a framework based on measurable outcomes and accountability. The Department will convene, over the next six months, a series of meetings with children and youth serving organizations, philanthropy, city departments, and educational and academic research institutions to develop a menu of outcome indicators from which to gather data and analyze performance. This section illustrates some of the data that are already collected in San Francisco and the progress that has been made in improving indicators for children, youth and families. The data presented in this plan is a starting point, not a complete set of measures. By transforming data into knowledge DCYF, working with the Mayor and San Francisco's diverse stakeholders, will continue to develop a policy and planning agenda to improve the well being of all children.

What We Know About Children, Youth and Their Families

Recent projections indicate that San Francisco's population is steadily increasing, including the number of children and youth. The economic vitality of a city is inextricably linked to increased economic opportunities and to the growth of a city's population, especially its children. While 1998/99 was an unprecedented success for the expansion of children and youth services, we still have children and families living in poverty, youth who cannot securing a meaningful paid internship, and families that cannot afford or locate child care or health care.

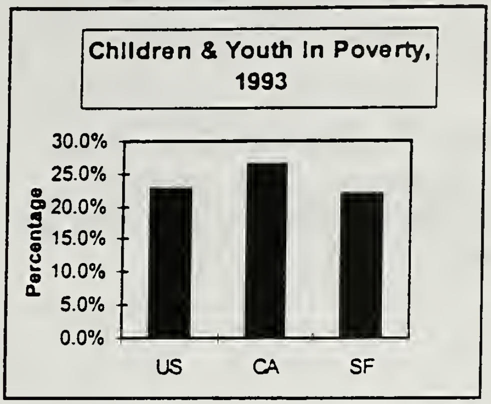
San Francisco's Demographics:

- In 1996, children and youth were 18% of San Francisco' s population versus 15.9% of the population in 1990.
- In 1996, the estimated number of children ages 0 to 17 was 136,883.



Research indicates that the median income level in San Francisco is higher than that of California and the United States. The median income level in San Francisco is also increasing at a faster rate than that of California or other national averages. However, there is still a large portion of children and families living in poverty—the leading health risk for children. Poverty is known to contribute to poor nutrition, limits access to quality health care, and exposes children and youth to social and physical environments that detract from their health. Poverty is closely linked to poor outcomes in education, emotional well being, and other important indicators.

- In 1990, the San Francisco poverty rate was lower than the California statewide average and national poverty rate.
- In 1993, San Francisco had a lower rate of children and youth in poverty (22%) than the statewide (26.4) or national (22.7%) averages.

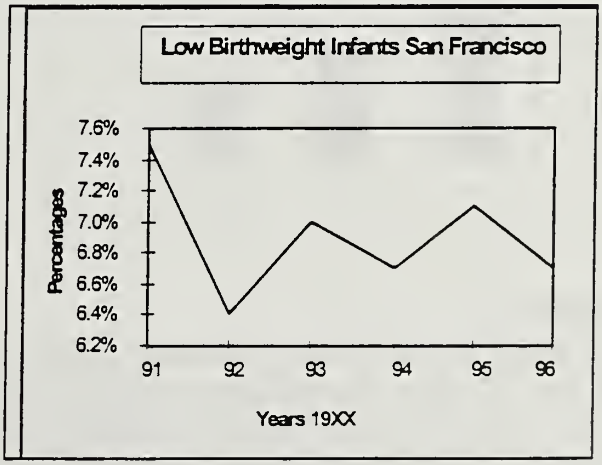


Healthy Children and Families are fundamental to a healthy community

Low birthweight

This indicator measures the percentage of low birthweight infants born during the year. Low birthweight infants are less than 5.5 pounds or 2500 grams. Low birthweight infants are more likely to experience physical and developmental problems such as mental retardation, developmental delays, visual and hearing complications, chronic respiratory problems, and learning difficulties. Low birthweight is associated with late or no prenatal care for the mother, poor maternal nutrition, maternal smoking, preterm delivery, and other conditions.

- In San Francisco, the rate of infants born with low birthweight is decreasing over time.
- San Francisco's rate of infants born with low birthweights was 7.5% in 1991; 7.0% in 1993 and 6.7% in 1996.

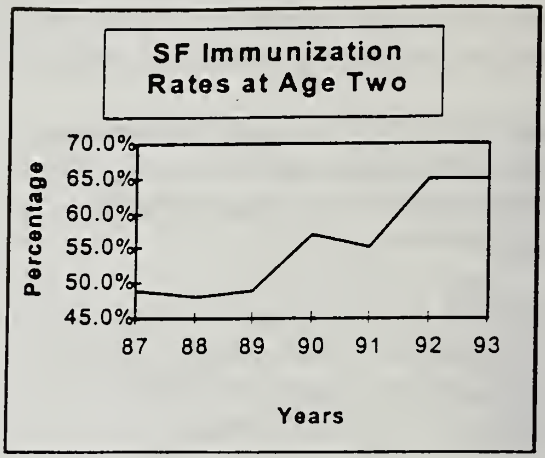


Immunization Rates

This indicator measures the percentage of two-year olds who are fully immunized against polio, diphtheria, Petrussis and Tetanus (DPT), and Measles, Mumps and Rubella (MMR). Infectious diseases still substantially contribute to illness and death in children in the United States, especially for vulnerable populations such as infants and young children. Immunizations are also an indirect measure of the proportion of children receiving routine well-child care.

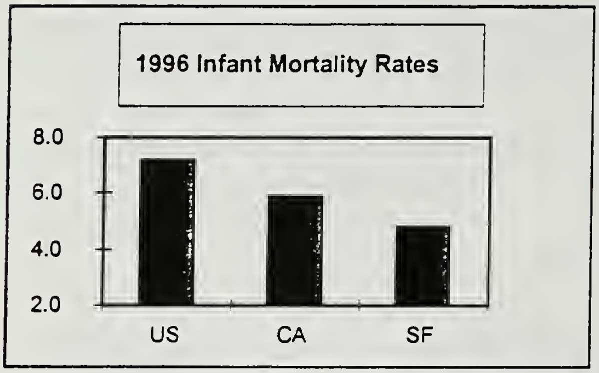
- The San Francisco immunization rate for two-year olds increased from 49% in 1988 to 65% in 1993.

- In 1996, San Francisco had a two-year old immunization rate of 65%; higher than the California statewide average of 57%.



Infant Mortality

This indicator represents the number of infants who die in their first year of life per 1,000 live births. Infant mortality rates have been traditionally used to measure both infant health and the general health of communities. Infants are the most vulnerable age group in a community: a high or rising infant death rate is an early warning that a wide range of health problems in the general environment may be present.



- The overall trend is down from 8% in 1988 to 4.8% in 1996 showing significant improvements in the infant mortality rate of San Francisco.

- The 1996 infant mortality rate of San Francisco of 4.8% is lower than the California 5.9% or national average of 7.2%.

Smoking

This indicator represents the percentage of high school students who smoked during the past 30 days. United States data represents 12th graders, while San Francisco data is for all high school students. Teenage smoking is a risk factor for later respiratory problems, heart disease, cancer, other health problems, and potential addiction to other substances.

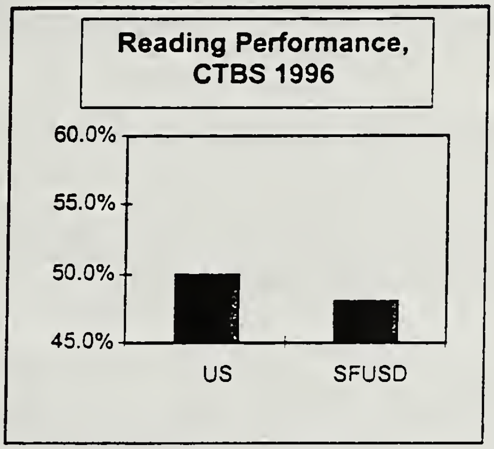
- Fewer San Francisco high school students (22%) smoke regularly than the national average (25%).

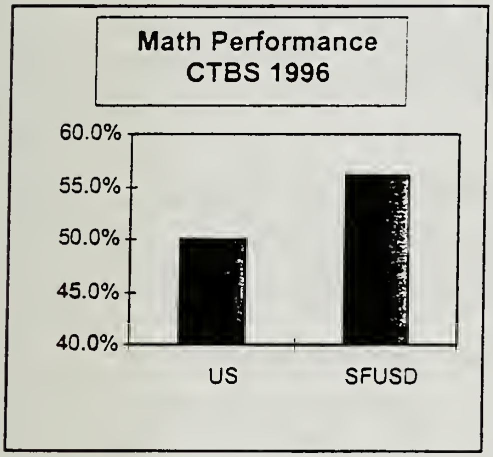
- In 1992, 1995, and 1997 the percentage of regular high school smokers was lower in San Francisco than the average for the United States.

School Success is a major predictor of economic self -sufficiency

Comprehensive Test of Basic Skills (CTBS) in Reading and Math:
This indicator is often used to assess the educational performance of San Francisco Unified School District students (grades 1 through 11) against national performance. The highest possible score on the CTBS is 99. The national average is 50. The CTBS measures both reading and math performance and provides a score for each.

- In 1996, San Francisco school children performed almost as well as the national average on the reading achievement test. The SF average was 48% compared to the national average of 50%.





- In 1996, San Francisco school children outperformed the national average of 50% on the math achievement test by scoring 56%.

High School completion rate
Eight of every ten jobs in California projected to exist in 2005 will require a high school education. In the same year, 25% of those jobs will require at least a four-year college degree. Graduating from high school is closely linked to the economic viability of youth and adults to contribute to their families and community. In today's economy, there are fewer employment opportunities for high school dropouts and those available offer low salaries and little advancement. While a high school diploma is an important accomplishment for young people, it is the start for long term career planning.

Over the past five years, San Francisco has seen an improvement in its high school completion rate and has prepared more students for college than the California State average.

Children and Youth Contribute to the Vitality of San Francisco

Emerging research in the field of youth development indicates that youth want to be an integral part of community vitality. A number of critical building blocks to healthy youth development include constructive use of non-school hours, volunteering or working, meaningful relationships with adults and peers, and other important indicators.

However, there are widely acknowledged challenges to outcome measurement in the youth development sector. To name just a few, there is not a universally accepted set of youth outcomes, there is a need for further research on effective youth outcome indicators, and the increasingly collaborative nature of programs makes causation difficult to track.

DCYF, working with the youth development experts and the Youth Development Funders group, is proposing a youth development benchmark. "Children and youth will contribute to the vitality of San Francisco" is an important way of highlighting our commitment to exploring the youth development orientation of programs in San Francisco and to begin to gather data to help define specific measures for youth development.

While the field of youth development emphasizes the influence of the broader context in which youth live on their development, and seeks to measure community, school, and adult dynamics, DCYF will focus its attention on youth centered measures. Prospective indicators could include the number of youth: who are volunteering via peer mentoring or peer tutoring; who are engaged in arts and sports clubs; or who are viewed as resources.

Children Live in Safe and Supported Families and Communities

Several indicators are often used to measure these quality of life benchmarks. Among the most often used indicators are incidence and prevalence of child abuse, teen pregnancy, juvenile arrest, median family income, creation of jobs, and new commercial and home developments. The Department of Children, Youth and Their Families proposes to work with other city departments to begin to define which of these indicators can best be linked to the services provided by the Children's Fund.

Developing A Policy Agenda for Improving Outcomes for Children, Youth and Their Families

In the upcoming year, DCYF will continue to propose, monitor, and analyze data on federal, state, and local proposals in child, youth and family services. Many promising policy initiatives, listed below, are already underway in San Francisco.

- The most recent initiative is the voter approved Proposition 10 Initiative for which DCYF is the designated administrative agency. Proposition 10 creates the California Children and Families First Commission to fund early childhood programs from revenues generated by increases in the state excise tax on cigarettes and other tobacco products. In the upcoming months, San Francisco will be appointing a local commission to oversee the distribution of an anticipated $8.5 million in 1999-2000.

- DCYF and the Mayor will continue to work with other City Departments, the Board of Supervisors, and community based organizations on an outcome focused strategic plan for children, youth and family serving agencies in San Francisco.

- The recently enacted Healthy Families program makes available child centered health, dental and vision benefits at low monthly premiums to low wage California families. Since July 1, 1998 San Francisco has been one of counties in the state with the highest number of enrollees. However, much work remains to be done to reach the estimated 13,000 uninsured San Francisco children – many of whom could be eligible for Healthy Families. The Department of Public Health, working with the Department of Human Services, was recently awarded a state grant to supplement its outreach activities for health insurance to low income San Franciscans.

- DCYF and the Starting Points Initiative will expand its efforts to increase the quality and availability of child care and after school programs including the Child Care Facilities Fund and the High Quality Child Care Fund. DCYF is working collaboratively with the SFUSD to maximize funding for after school programs and educational enrichment.

- DCYF is supporting a cost-benefit analysis of licensing Recreation and Park Latchkey programs and working with the Department of Human Services to map licensed and license exempt after school programs for youth.

- DCYF is working with relevant city departments and other stakeholders to support their youth employment and school to career options in a variety of ways. DCYF, the Mayor's Office, the San Francisco Chamber of Commerce, City College, and the SFUSD have joined forces to form the San Francisco School to Career Partnership, and recently received a significant state grant to sustain their planning efforts. It was launched a year ago with a mission to create a sustainable school to career system in San Francisco and to improve education and career opportunities for all youth enrolled in the City's public schools.

- The Employment Development Department (EDD), Private Industry Council (PIC), the Department of Human Services (DHS) and City College are working to assure that the recent federal Workforce Reinvestment Act, which includes some directives related to youth employment, is effectively implemented in San Francisco.

- DHS is proceeding with Title IV-E waiver demonstration program in Bayview Hunters Point to reconfigure child welfare services.

- The System of Care Council, spearheaded by the Department of Public Health–Mental Health Division is working to design a coordinated system of care for children and youth with serious emotional and behavioral disturbance at imminent risk of out of home placement, or who are already in out of home placement. Additionally, the Department of Public Health and Department of Human Services are pursuing newly available state funds to expand home visiting services.

- Youth development is a national model and San Francisco is setting the agenda for the west coast in implementing youth development in a comprehensive way through efforts like Beacons, which contributed to the passage of SB 1756 After School Programs. DCYF, SFUSD and private funders will expand the current five Beacons to eight by the end of 1999-2000.

Section Three: Recommendations for FY 1999-00

San Francisco continues to make important improvements in the delivery of children and youth services. The City and County, its elected officials, neighborhood and advocacy organizations, youth and parents, and philanthropic and business leadership have demonstrated that working together leads to innovative strategies and policies can make an appreciable difference in the lives of young people. We must not let our new sense of accomplishment lull us into a state of complacency. When things are going well is the best time to accelerate efforts so that we lead the nation in all indicators and benchmarks. Efforts to improve accountability, coordinate public and private systems and leverage all available dollars for children, youth and family services must continue to be a top priority.

In 1998-99 the DCYD took two important steps in increasing accountability: a) the Children's Fund was aligned with the City's budgeting process and fiscal year; and b) a two-year funding cycle was implemented in order to focus greater resources on evaluation and less on responding to request for proposals. All City Departments and community based organizations receiving Children's Fund dollars will, on an annual basis, need to fulfill all contracts compliance measures and units of service provisions as a condition of grant renewal. Additionally, all program plans must have performance measures linked to quality of life benchmarks and indicators that can demonstrate evidence of impact within a two-year timeframe.

The Mayor, San Francisco Board of Supervisors and the general public have clearly indicated that it is not enough to expand services, but that the services must demonstrate value linked to measurable outcomes. In order to accomplish this goal DCYF proposes the following recommendations:

➢ Recommendation #1: Adopt an Outcome Based Planning Model

The 1999-2000 Children's Fund allocation will be based on the grant awards issued in 1998-1999. DCYF is convening a series of all day evaluation sessions with DCYF-funded agencies to design an evaluation framework and realign current service providers to the proposed quality of life benchmarks. All providers will also receive training on DCYF's online grants management database and will be required to input data directly online. Furthermore, DCYF will issue a Request for Proposal to secure the services of an external evaluation team (youth participation will required as a condition of any contract) to implement the evaluation framework. Finally, all DCYF-funded agencies will receive at least two intensive site visits to assess performance and contract compliance. All programs funded by DCYF will participate in the evaluation.

- **Recommendation # 2: Adopt Systems Change Priorities to Guide Future Resource Funding Allocation**

  - Leverage financial and human resources in order to build the capacity of neighborhoods, service organizations and public institutions to improve outcomes for children, youth and their families;
  - Develop a system of service that is coherent, coordinated, responsive and unites all stakeholders;
  - Develop a two-year funding strategy that promotes coordinated planning and accountability;
  - Implement an evaluation framework that assesses performance and increases public accountability;
  - Implement an on-line grants management database that incorporates quantitative and qualitative measures; and
  - Mandate all contracts over $200 K to develop a plan to increase youth and family participation in the implementation and evaluation of services.

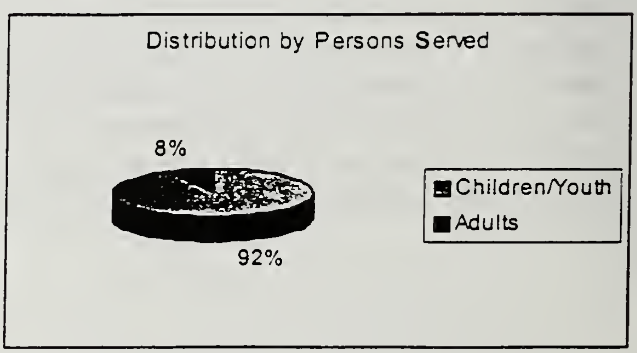
- **Recommendation #3: Adopt Quality of Life Benchmarks to Guide Future Resource Allocation**

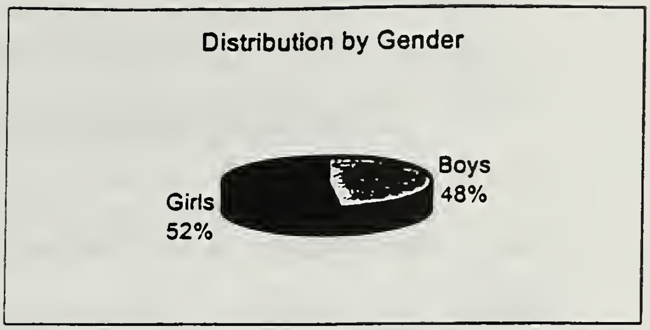
  - Children and families are healthy;
  - Children are ready to learn and are succeeding in school;
  - Children live in safe and supported families;
  - Children and youth will have meaningful relationships with peers and adults in their families and community;
  - Children and youth live in safe, viable and supported communities; and
  - Children and youth contribute to the vitality of San Francisco.

In 1999-2000, DCYF proposes to allocate $700,000 so grantees can implement an effective evaluation of the Children's Fund grants that are linked to quality of life benchmarks and outcomes.

- **Recommendation #4: The Children's Fund will disburse funds by age, gender and service distribution ratios established in 1998-99.**

- **Distribution by Persons Served**
  In 1998/99, the Children's Fund served approximately 55,000 persons of which 50,600 or 92% were children and youth. The adults totaled 4,400 or 8%.

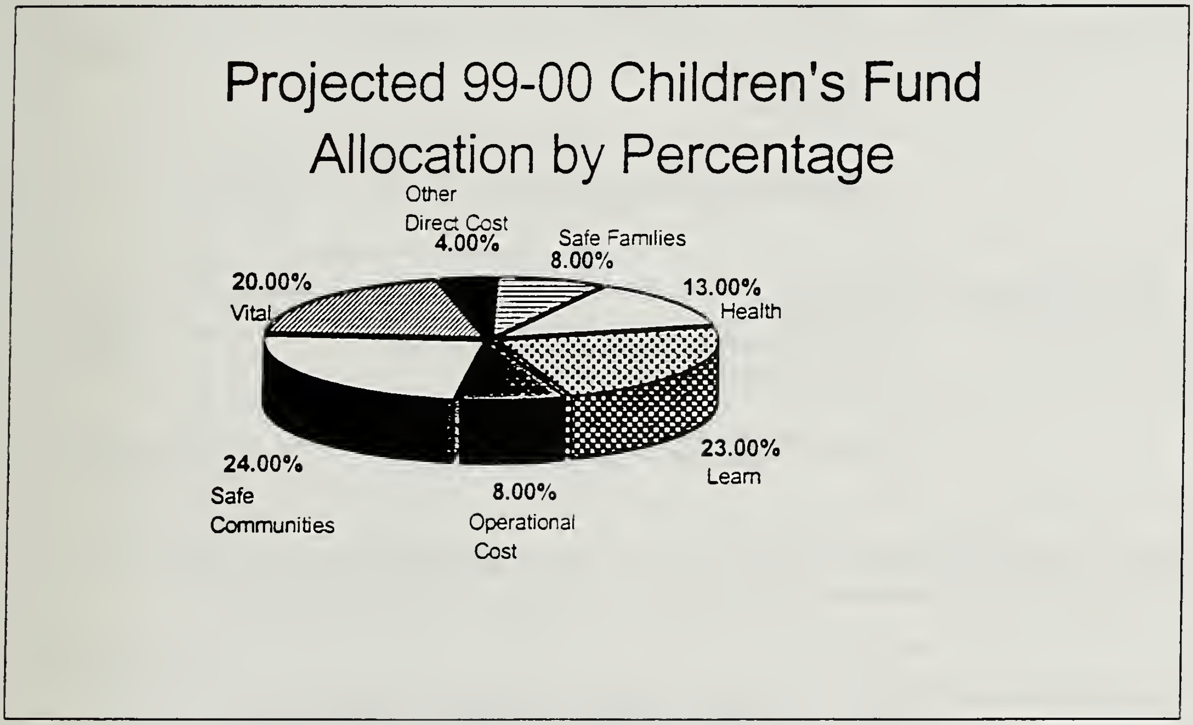




- **Distribution by Gender**
  In addition, DCYF will direct 52% of the Children's Fund to services for girls and 48% to services for boys.

- **Distribution by Units of Service Category**

The Children's Fund served approximately 55,000 children youth and families in San Francisco in the following service categories:



- **Recommendation #5: Adopt the Proposed 1999-2000 Children's Fund Allocation Plan, pending the availability of funds, detailed below.**

Proposed 1999-2000 Children's Fund Allocation

Benchmarks	**Service Areas**	**$ Amounts (in Millions)**	**Totals**	**%**
Children, youth and families are healthy	Mental Health, Physical Health Counseling	$2.13		13.00%
Children and youth are ready to learn and succeed in school	Academic CC	$3.83		23.00%
Children live in safe and supported families	Legal Services, Parent Services	$1.27		8.00%
Children and youth live in safe and supported communities	Recreation & Arts, Referral & Counseling	$3.97		24.00%
Children and youth contribute to the vitality of San Francisco	Recreation & Culture, Job Training & Counseling	$3.38		20.00%
	Total Direct Services & Cost		**$14.58**	
Other Direct Service Cost (*1)	Evaluation	$0.70		4.00%
Operational Cost (*2)	DCYF Salaries, Fixed Cost, Overhead	$1.40		8.00%
	Grand Total Cost (Children's Fund)		**$16.68**	100.00%
*1). Evaluation is estimated at 5% of total direct costs. The Federal Government and many philanthropic organizations recommend that evaluation costs are 7 - 15% of direct cost.				
*2). Operating cost are calculated at 8% of total 1999-2000 projected Children's Fund.				

Conclusion:

San Francisco has been a national leader in supporting children's services. In the past, the Children's Fund has been used to fund innovative and award winning children and youth development programs that address service gaps in our neighborhoods. New data highlighted in this Children's Services Plan reflects the continuing improvement and ongoing challenges many of our children, youth and families face.

In 1999-2000, DCYF is proposing to concentrate on systems change priorities and increased accountability. The Department must make evaluation an integral part of all policy, planning and funding activities; and re-orient the Children's Fund to leverage resources within an investment strategy. By working closely with all stakeholders, San Francisco will develop a set of benchmarks and outcome measures to guide the future delivery of services for children, youth and their families.

APPENDIX A: STAFF ACKNOWLEDGEMENTS

THE STAFF OF THE DEPARTMENT OF CHILDREN, YOUTH AND THEIR FAMILIES

THE STAFF OF THE STARTING POINTS INITIATIVE

THE YOUTH WORKS INTERNS: Jermaine Brim, Robert Nisthal and Daniel Situ.

THE STAFF OF THE MAYOR'S OFFICE OF NEIGHBORHOOD SERVICES

THE FOLLOWING CITY AGENCIES FOR MAKING THEIR DATA AVAILABLE TO DCYF: Department of Public Health, Department of Human Services, San Francisco Housing Authority, San Francisco Unified School District, San Francisco Planning Department, the Mayor's Office of Community Development, and Juvenile Probation Department.

APPENDIX B:

DCYF - Estimated 1999-2000 Children's Fund $ for Direct Services

PROVIDER	Award
A Home Away from Homelessness	$40,000
Asian Women's Resource Center (AWRC)	$181,197
Audrey L. Smith Developmental Center, Inc.	$157,000
Audrey L. Smith Developmental Center, Inc.	$227,527
Bernal Heights Neighborhood Center	$266,109
Booker T. Washington Community Service Center	$130,715
Bridges From School To Work, Marriott Foundation For People with Disabilities	$152,211
California Association for Health, Education, Employment, and Dignity, Inc.	$330,000
California Lawyers for the Arts	$135,322
Center on Juvenile and Crimal Justice	$178,500
Central City Hospitality House	$226,060
Charity Cultural Services Center	$75,972
Children's Council of San Francisco	$470,220
Columbia Park Boys and Girls Club	$300,000
Columbia Park Boys and Girls Club-Excelsior Youth Center	$50,000
Communities in Harmony Advocating for Learning and Kids	$201,427
Community Educational Services	$102,000
Community United Against Violence	$233,059
Cross Cultural Family Center	$170,000
Economic Opportunity Council of San Francisco	$151,000
Edgewood Center For Children & Families	$100,000
Ella Hill Hutch Community Center	$219,440
Ella Hill Hutch Community Center	$100,702
Family Service Agency of San Francisco	$78,204
Filipino-American Council of San Francisco	$51,000
Geneva Valley Development Corporation	$342,226
Girls After School Academy	$50,000
Girls and Boys Against Gangs, Inc.	$60,000
Glide Memorial Church	$125,000
Good Samaritan Family Resource Center	$178,500
High Gear Achievers Inc.	$84,999
Homeless Children's Network	$178,500
Horizons Unlimited of San Francisco, Inc.	$163,200
Hunters Point Boys' & Girls' Club	$40,800
Ingleside Community Center	$120,960
Inner City Youth	$76,500

International Institute of San Francisco	$50,000
Jamestown Community Center	$51,000
Japanese Community Youth Council (MYEEP)	$1,246,933
Japanese Community Youth Council (JCYC)	$60,638
Japanese Community Youth Council/ (Richmond Beacon)	$250,000
Jewish Vocational and Career Counseling Service	$330,000
Korean American Women Artist & Writers Association (KAWAWA)	$100,000
Lavender Youth Recreation & Information Center, Inc. (LYRIC)	$101,437
Legal Services for Children, Inc.	$50,000
Little Children's Development Center	$50,000
Mission Child Care Consortium, Inc.	$101,087
Mission Language and Vocational School, Inc.	$76,499
Moss Beach Homes Inc. d.b.a Aspira Foster and Family Services (Beacon)	$300,000
Moss Beach Homes, Inc.	$111,299
New Direction	$75,943
Our Kids First	$40,800
Portola Family Connections, Inc.	$100,000
Potrero Hill Neighborhood House	$76,500
Real Alternatives Program (RAP)	$290,000
Richmond District Neighborhood Center	$219,300
SAGE Project, Inc.	$50,000
Samoan Community Development Center	$101,229
San Francisco Child Abuse Council	$35,000
San Francisco Educational Services, Inc. (SFES)	$114,946
San Francisco Educational Services, Inc. (SFES) (BVHP Beacon)	$306,000
San Francisco Educational Services, Inc. (SFES) (Beacon)	$300,000
San Francisco League of Urban Gardeners (SLUG)	$102,000
San Francisco State University Foundation	$181,816
San Francisco Study Center Inc.	$76,253
San Francisco Women Lawyers Alliance Foundation	$25,480
South of Market Child Care, Inc.	$50,000
South of Market Council	$50,000
St. John's Educational Thresholds Center (Mission Beacon)	$300,000
Telegraph Hill Neighborhood Center Organization	$102,000
Tenderloin Neighborhood Development Corporation	$45,748
The Arks of Refuge	$50,000
The Family School	$147,400
The San Francisco Urban Service Project	$50,000
Third Baptist Church Academic Summer School	$25,000
Vietnamese Youth Development Center	$80,835
Visitacion Valley Community Center (Visitacion Valley Beacon)	$300,000

Wajumbe Cultural Institution, Inc.		$126,721
West Bay Pilipino Multi-Service, Inc.		$161,272
Western Addition Beacon		$300,000
Wu Yee Children's Services (Chinatown Beacon)		$300,000
Wu Yee's Children Services		$543,000
Youth Guidance Center Improvement Committee		$79,560
Youth Leadership Institute		$100,000
YMCA – (OMI Beacon)		$300,000
YWCA of San Francisco		$101,054
Total (including leveraged dollars)		$13,935,100
Contributions from Funding Sources other than Prop. J		$1,825,000
Estimated Children's Fund $ For CBO's		**$12,110,100**
Estimated Children's Fund $ For Potential CBO COLA's		**$140,000**
Estimated Children's Fund $ For City Departments		**$2,330,622**
Private Industry Council	$254,000	
Department of Public Health	$541,235	
Department of Human Services	$253,546	
SF Public Library	$420,000	
Juvenile Probation Department	$194,000	
SF Art Commission	$150,000	
San Francisco Unified School District	$283,000	
Recreation and Parks	$234,841	
Total Estimated Children's Fund $ For Direct Services		**$14,580,722**

San Francisco Public Library

Access, Discover, Empower

SAN FRANCISCO PUBLIC LIBRARY COMMISSION (approved March 18, 1999)
Minutes of the regular meeting of Tuesday, March 2, 1999

The San Francisco Public Library Commission held its regular meeting on Tuesday, March 2, 1999 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:38PM by President Llorente

The following members were noted present: President Llorente and Commissioners Chin, Coulter, and Steiman. Commissioners Agnos, Higueras, and Streets were noted excused attendance.

L. Brown, Jr.

t H. Llorente
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a Minudri
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ission Secretary

APPROVAL OF MINUTES of the regular meeting of February 18, 1999.
The Commission Secretary requested revision of the draft Minutes of the Web1 Demonstration to report, "The City Librarian noted there could be future costs to the Library associated with additional system upgrades and any such costs would be brought to the Commission for its approval." President Llorente requested that his remarks concerning the lack of any obligation for commission and staff response to questions raised by members of the public during public comment on agenda items be noted in the Minutes.

MOTION: approval of the revised Minutes of February 18, 1999 was moved by Commissioner Steiman, seconded by Commissioner Chin.

Public Comment: Mr. Peter Warfield asked that it be noted that the Minutes were prepared by the Commission Secretary who did not attend the meeting, and spoke about President Llorente's comments on response to questions raised by members of the public during public comment, noted "errors and omissions" related to the online catalog discussion in the Minutes, and concerning the City Librarian's remarks on the ADA, (Americans with Disabilities Act), compliance of the online catalog.

The City Librarian noted that she had reported Library online systems are fully ADA (Americans with Disabilities Act) compliant.

ACTION: APPROVED Aye 4-0 (Coulter, Chin, Llorente, and Steiman)

CITY LIBRARIAN'S REPORT: by City Librarian Regina Minudri
Ms. Minudri reported on various activities and projects at branch libraries: at the new Ocean View branch fundraising effort begun, demolition of an existing building, and beginning new construction; at Marina Branch asbestos abatement; at Parkside Branch asbestos abatement and building improvements; at Eureka Valley Branch meetings with neighbors on homeless related issues and consideration of fencing library property; and at the Presidio Branch new lighting. The City Librarian informed the Commission that she would be attending a meeting to discuss creating a new branch library in China Basin. She then discussed the Library's involvement in the city's disaster planning. The City Librarian reported on a California State Library Info People grants for the Anza, North Beach, and Visitation Valley branch libraries. Appointment of new branch managers,

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San Francisco, California 94102
Telephone 415.557.4233

Ann Hyatt at Park branch and Robert Carlson at the Western Addition Branch were announced. Ms. Minudri reported that the Mission Branch Prop. E hearing proposed for April 15th would have to be rescheduled due to disability access problems. May 22nd was announced as the date of the Access Services Prop. E hearing at the Main Library. Ms. Minudri requested that commissioners schedule attendance at prop. E hearings as required in the proposition. Deputy City Librarian Susan Hildreth announced a California State Library grant of $77,000. This Access News Program grant allows this year for a 415 area code installation of telephone access to several newspapers with likely expansion to additional Bay Area area codes and more newspapers next year. An advisory committee would be created as required by the grant and it could address the expanded coverage to additional newspapers such as the San Francisco Independent and the San Jose Mercury.

Ms. Minudri informed Commissioner Steiman concerning the nature of the "Shades" historic photograph program and that the Friends and Foundation of the San Francisco Public Library would be handling the new Ocean View Branch Library's fundraising campaign. The City Librarian informed the Commissioners concerning a System Advisory Board Workshop to be held at the Main Library on March 20th. In response to a question by Commissioner Steiman, Deputy City Librarian Susan Hildreth described the process used to select the branch libraries participating in the Info People grant project. The City Librarian discussed possible additional T1 line access to branches.

Public comment: Mr. Peter Warfield asked concerning costs associated with T-One lines.

LITIGATION UPDATE by Deputy City Attorney Amy Ackerman.

Deputy City Attorney Amy Ackerman reported to the Commission concerning a recent California Court of Appeal ruling in Public Access Project vs. San Francisco Public Library Commission, (1998) 67 Cal. App. 4th 1165, upholding the Library Commission process used in appointing the City Librarian. The Deputy City Attorney described the circumstances the led to the litigation against the library in this matter and its process through the courts. The petitioners were identified as Timothy Gillespie dba the Public Access Project and James Chaffee. Ms. Ackerman reported that the Commission had prevailed completely. Ms. Ackerman stated that the Court of Appeal issued a published opinion that the Library Commission properly met in closed session to select its nominees for department head and that the Commission was not required to disclose the names of the nominees. The decision serves as precedent to guide city commissions when selecting department heads. In addition, Ms. Ackerman noted that the Court emphasized the strong public policy behind permitting closed sessions to discuss personnel matters. In response to a question by Commissioner Coulter, the Deputy City Attorney indicated that significant costs had been incurred in addressing this case. Ms. Ackerman issued an open offer to Mr. Chaffee to meet with the City Attorney's Office to discuss matters prior to taking disagreements to the courts. Commissioner Coulter pointed out that Justice Klein identified Mr. Gillespie dba the Public Access Project, a petitioner in the case, as an individual acting in the guise of a public interest group.

Public comment: none offered

LIBRARY SENIOR ADMINISTRATIVE STAFF REPORT

This item was continued to a future commission meeting due to the illness of Ms. Marcia Schneider, Library Director of Public Affairs.

CHILDREN, YOUTH, AND THEIR FAMILIES ANNUAL REPORT

Ms. Deborah Alverez-Rodriguez its Director, presented the annual report (copy attached) on the work of the Department of Children, Youth, and their Families as required by Proposition J, Children's Fund to the Library Commission. She outlined changes that had occurred during the past year and her experiences in the efforts to more effectively provide services to San Francisco's children, youth, and their families. She emphasized the critical importance in leveraging Children's Fund dollars to expand needed services. She outlined a schedule of activities planned to address the DCYF Department's goals. Ms. Alverez-Rodriguez discussed a shift to a two year funding cycle for her department's programs. Details of specific programs were presented. In response to questions from commissioners Ms. Alverez-Rodriguez described aspects of items discussed in her report. In answer to questions by Commissioner Chin and President Llorent, details of various youth employment programs were described and the Library's involvement was discussed. President Llorente and Commissioners Coulter and Chin commended the work being done by the DCYF.

Public comment: none offered

LABOR UNION REPORT: No report.

NEW BUSINESS: None offered.

PUBLIC COMMENT: None offered.

ADJOURNMENT

MOTION: Commissioner Chin, seconded by Commissioner Steiman moved to adjourn the meeting.

ACTION: APPROVED Aye 4-0 (Coulter, Chin, Llorente, and Steiman)

The meeting was declared adjourned at 6:36PM

Michael Housh, Library Commission Secretary 3/22/99

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

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MAY THIS STRVCTVRE THRONED ON IMPERISHABLE BOOKS BE MAINTAINED AND CHERISHED FROM GENERATION TO GENERATION FOR THE IMPROVEMENT AND DELIGHT OF MANKIND

THE ORIGINAL
James Chaffee, Editor

March 15, 1999

James Chaffee
235 Montgomery Street, Suite 1160
San Francisco, CA 94104
(415) 788-4256 Voice
(415) 788-4257 FAX

VIA HAND DELIVERY

Mr. Ernest H. Llorente
President of the San Francisco Library Commission
San Francisco Public Library
San Francisco, CA 94102

NOT APPROVED BY THE LIBRARY COMMISSION
NOT PART OF LIBRARY COMMISSION MINUTES

Dear Mr. Llorente::

Please place this letter and attached transcript in the minutes file, properly stamped as not approved by the commission, and available to the public..

I feel very strongly that future generations should have access to this example of the character of this commission.

Thank you for your attention to this request.

Respectfully yours,

James Chaffee

cc: All Library Commissioners
City Attorney
Mayor Brown
Interested Citizens & Media

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Partial Transcript of March 2, 1999 San Francisco Library Commission Meeting

Commissioner Coulter: Could I ask a couple of questions?

Deputy City Attorney Ackerman: Sure.

Commissioner Coulter: What does it cost to appeal to the Appellate Court? What does it cost us, as a city? And what would it cost them?

Ms. Ackerman: That is a good question? In this case they actually did have counsel representing them. A number of the cases that they have brought, they have done themselves and they did have counsel in this case. I don't, I think he, I'm not sure if he charged them for the appeal. I am not quite sure what their fee arrangement with him was. In terms of our costs, um, you know it does take considerable amount of time to research and produce an appellate brief. Um, in this case, um, you know, most of the issues are covered in superior court, so you do the bulk of your work when it is brought in superior court. But you still have the additional, obviously when you go up to the court of appeal you have a longer page limit, permission, which is nice. In superior court you are very limited to fifteen pages. You can go up to fifty pages in the court of appeal, so we do have a tendency to expand our arguments. What we did in our brief was really to go into more of the public policy behind it because you have that extra page limit, you can do that. They did not ask for oral argument in this case, so we weren't required to do that. Um, in fact they didn't even file a reply brief. They generally, the appellant files the opening brief, we respond and then they have an opportunity to reply. They didn't actually file a reply brief. But it is costly. It's additional hours. Then of course, you have the production of the copies. There is a number of copies that have to be filed and served on all the different parties. The Supreme Court gets served with a number of copies as well. And the secretarial time and so forth. It is, it can be costly.

Commissioner Coulter: I think, is it, from the city's costs, and the time of attorneys it's like $10,000, $20,000? I am just trying to get a sense, because these guys are up to what is this, probably at least a dozen lawsuits. Certainly Chaffee, since he started doing this stuff, maybe more.

Ms. Ackerman: I don't know. He predates my (inaudible), (laughing) so I'm not quite sure what his number count is. It can be costly and um, you know it, I, to be fair, in this case we did have a new charter. We didn't have any guidance on it. And so. And a published opinion, generally an opinion is only published if they find there is something new to say in it. So, that is to be fair. But I certainly wish that we could solve these problems short of litigation and I am sorry Mr. Chaffee is not here, because I would certainly invite him to meet with Nadine and I to discuss these cases before we go to litigation.

Commissioner Coulter: That assumes that some of these folks want to solve something and just go to court because that is their life. I just look at the numbers of these. And Justice Kline I think it was who signed this, and all the pages this thing goes through and the time he or his staff must take to put this together. You know.

Commissioner Steiman: At least a valuable published opinion, though, that is going to help. So at least something came out of all this.

Commissioner Coulter: But on an issue that probably didn't even need to raised and in the big scheme of things probably was just another waste of time by these same two characters. Since Justice Kline in a statement makes Timothy Gillespie doing business as the access project. I assume then that is acknowledged that Public Access Project is indeed one individual who seeking to hide behind a name of something, in fact is only him. Is that how I would read that?

Ms. Ackerman: You know, I am not sure what they meant by that.

Commissioner Coulter: This is what the judges said.

Ms. Ackerman: That is what the Justice is saying. I am not sure if they use that because they are not sure about the status of it. I am not sure why they used that language.

Commissioner Coulter: Can I ask that when we do the minutes on this that that would include that?

President Llorente: That's an interesting point. I'm not sure.

Commissioner Coulter: When one comes in front of us or sues is in the name of something like Public Access Project, my view is it is designed to try to look like there is a public interest organization of some number of people who are behind you, when in fact you are doing it for your own reasons and it is only one person. So it is a deceit to try to gain public sympathy is how I would look at something like that. You can tell how sympathetic I am to these characters, after ten years on this commission and dealing with at least I think a dozen lawsuits. I would really like to be interested going back, because I know at some point, depending on how many you do, you go back and look at vexatious litigation on these kind of things. I don't know if they have crossed that point at some point, but, I mean, it is nice to see something coming out like this and Justice Kline is a very smart judge and it looks like a very thoughtful statement on his part, so, you know, personally I think it is terrific. You know, the good work that you folks did, I am sorry that his has to happen. I am not sure it can be avoided just because of the attitude of these two guys, particularly one, you know, anonymous citizen, Mr. Chaffee.

President Llorente: Well, I think that at least the City Attorney's office is on record that they are willing to discuss this before it goes to litigation, and that should be clear.

Commissioner Coulter: But they always have been that.

President Llorente: I understand.

Ms. Ackerman: I think that, you know, we would, we issue our invitation to discuss these issues before it goes to litigation that we are interested in hearing from them, but; you know. Otherwise, we will be defending the Library Commission and happy to do so.

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NOTICE OF MEETING

The regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Thursday, March 18, 1999**
TIME: **5:30 PM**
PLACE: **Koret Auditorium**
Main Library, lower level

The meeting will be called to order
AGENDA:

1. **CLOSED SESSION** **ACTION**
Pursuant to Government Code Section 54957 and San Francisco Administrative Code Section 67.10(b) public employee evaluation of the City Librarian, Regina Minudri's performance.

2. **OPEN SESSION**
Pursuant to San Francisco Administrative Code Section 67.14(a), report if any action taken and motion and vote to disclose no information or to disclose part or all of the information discussed in the closed session. **ACTION**

3. **APPROVAL OF THE MINUTES**
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of March 2, 1999. **ACTION**

4. **ADDITION TO THE POLICY ON MEETING MINUTES** **ACTION**
Presentation of , discussion of , and possible action to supplement Commission Policy on its official Minutes to include availability of videotape recordings of Commission meeting to be available to members of the public on the same basis as audio-tape recordings of Commission meetings.

5. **FY'99-2000 LIBRARY BUDGET UPDATE REPORT**
by Library Finance Director George Nichols
Presentation and discussion of a report on the on-going FY'99-2000 Library Budget process.

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San Francisco, California 94102
Telephone 415.557.4233

6. LABOR UNION REPORT

(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

7. NEW BUSINESS

(This item is to allow Commissioners to introduce new agenda items for consideration.)

8. PUBLIC COMMENT

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

9. ADJOURNMENT (requires motion and public comment) ACTION

3/7/99 - M.Housh, Commission Secretary

Library Commission Meeting
March 18, 1999

Agenda Item #5 Handouts

	Revenue	Reserve	Total
PHASE B BUDGET			
Available Resources	**$44,964,345**	**$2,144,144**	**$47,108,489**
Phase B Budget (Baseline)	$39,892,715		$39,892,715
Salary and MOU Annualization	$317,851		$317,851
Step M Adjustment	$95,623		$95,623
PTAN Pool	$481,000		$481,000
Unfunded Positions (Main)	✓$615,817		$615,817
Work Order Increases	$39,132		$39,132
Subtotal, Permanent Expenditures	**$41,442,138**	**$0**	**$41,442,138**
Lease-Purchase	$0	$232,172	$232,172
Lease-Purchase	$0	$968,863	$968,863
Non-equipment One-time Items	$0	$445,024	$445,024
Subtotal, One-time Expenditures	**$0**	**$1,646,059**	**$1,646,059**
Total, Phase B Expenditures	**$41,442,138**	**$1,646,059**	**$43,088,197**
PHASE C BUDGET			
Balance Available to Appropriate **(Available Resources less Phase B Expenditures)**	**$3,522,207**	**$498,085**	**$4,020,292**
Program Enhancements	$1,469,569	$0	$1,469,569
MOU Increases (Estimated)	$1,000,000	$0	$1,000,000
Library Page Conversion (Estimated)	$250,000	$0	$250,000
Subtotal, Permanent Expenditures	**$2,719,569**	**$0**	**$2,719,569**
Equipment One-time Items	$0	$158,000	$158,000
Capital Imrpovement Projects - Branch Roofs	$0	$250,000	$250,000
Capital Imrpovement Projects -Def. Maint.	$240,000	$0	$240,000
Subtotal, One-time Expenditures	**$240,000**	**$408,000**	**$648,000**
Total, Phase C Expenditures (Proposed)	**$2,959,569**	**$408,000**	**$3,367,569**
Total Expenditures (Phase B plus Phase C)	**$44,401,707**	**$2,054,059**	**$46,455,766**
Reserves (Balances as ofJune 30, 2000)	**$562,638**	**$90,085**	**$652,723**
SUMMARY			
Subtotal, Permanent/Ongoing Expenditures	$44,161,707	$0	$44,161,707
Subtotal, One-time Expenditures	$240,000	$2,054,059	$2,294,059
Total Expenditures	$44,401,707	$2,054,059	$46,455,766

3/18/99

LIBRARY PRESERVATION FUND CONDITION

	Estimated	Estimated	CHANGE FROM 1998-99	
	1998-99	**1999-00**	**Dollars**	**Percent**
Carryforward Balance	***$1,208,800***	***$2,144,144***	***$935,344***	*77.38%*
Revenue	***$17,272,528***	***$18,064,345***	***$791,817***	***4.58%***
10999 Unallocated (Prop E Est.) 1/	15,537,779	16,354,596	816,817	***5.26%***
25430 Miscellaneous Revenue	1,734,749	1,709,749	-25,000	***0.00%***
Transfers (General Fund)	***$24,720,934***	***$26,900,000***	***$2,179,066***	***8.81%***
Total Revenue & Transfers	***$41,993,462***	***$44,964,345***	***$2,970,883***	*7.07%*
Total Resources Available *(carryforward, reveune, transfers)*	***$43,202,262***	***$47,108,489***	***$3,906,227***	*9.04%*
Total Expenditures 3/	***$41,058,118***	***$46,455,766***	***$5,397,648***	*13.15%*
Phase B Baseline 4/	$41,058,118	$42,027,356	969,238	
Fy 99/00 One-time Items	0	445,024	445,024	
Unfunded Positions (Main)	0	615,817	615,817	
Subtotal, Phase B Budget	***$41,058,118***	***$43,088,197***	***$2,030,079***	
MOU increases (estimated)	0	1,000,000	1,000,000	
Page Conversion (estimated)	0	250,000	250,000	
FY 99/00 Program Enhancements	0	1,469,569	1,469,569	
FY 99/00 Capital Projects/Equip.	0	648,000	648,000	
Subtotal, Phase C Budget	***$0***	***$3,367,569***	***$3,367,569***	
Balance Carried Forward	***$2,144,144***	***$652,723***	***-$1,491,421***	***-69.56%***
	12.41%	*3.61%*		

FOOTNOTES:

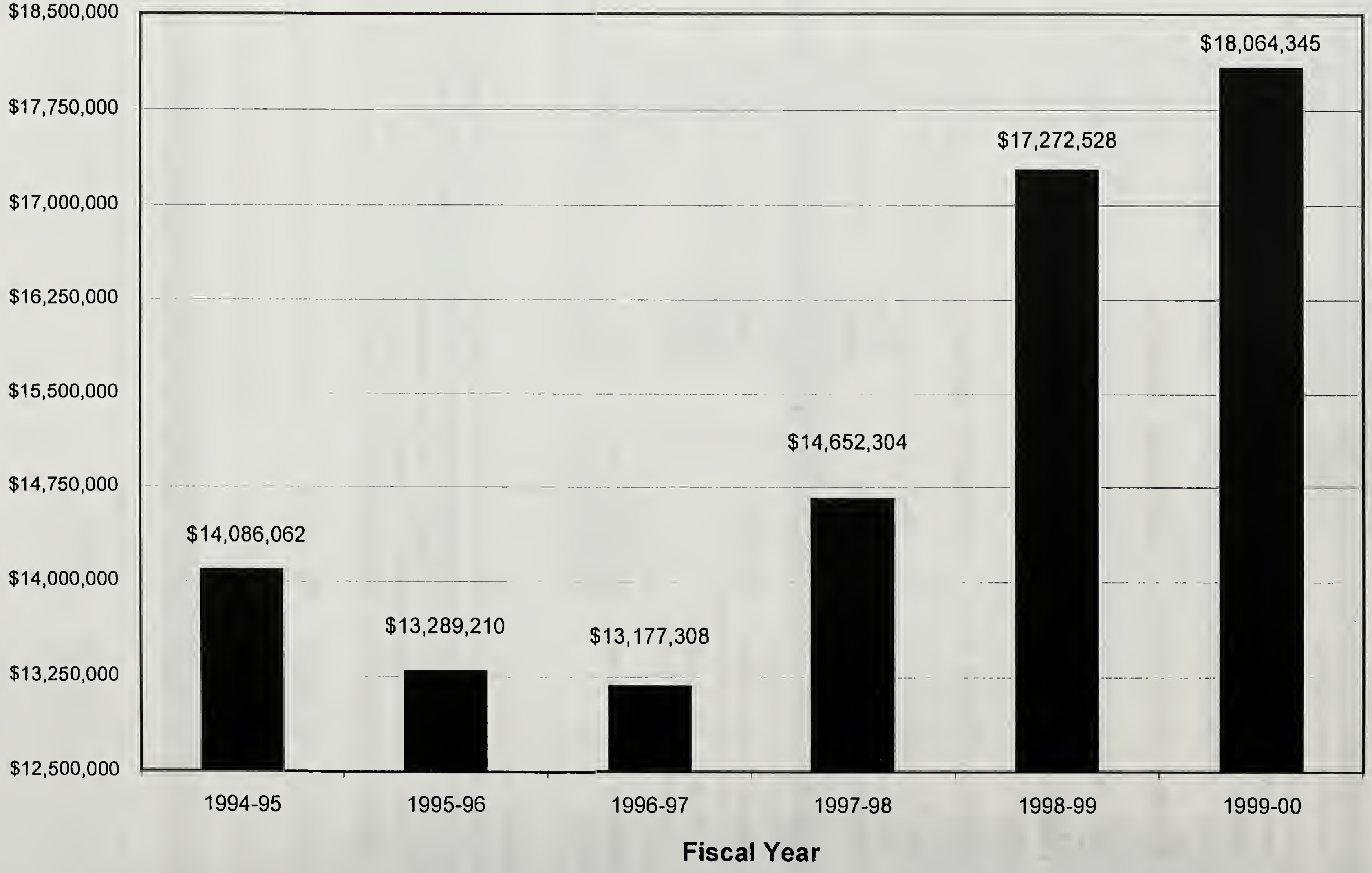
1/ Per Tracy Kwok (Controller) rev. current year estimate is $15.538 million; and, FY 1999-00 estimate is $16.355 million.

2/ FY 1999-2000 estimate based on revised 1998-99 base of $25.619 million and reflects a 5% increase over rev. 1998-9

3/ FY 1999-2000 budget includes $2.294 million in one-time expenditures.

4/ Excludes Fuhrman Trust Fund and MOCYF expenditures. FY 2000-01 through 2002-03 reflect expenditure reductions f lease purchase payments that end in FY 1999-2000 ($1.2 million).

Library Preservation Fund (Revenue)



San Francisco Public Library

ACCESS, DISCOVER, EMPOWER

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Thursday, March 18, 1999 (As approved 4/6/99)

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The San Francisco Public Library Commission held a regular meeting on Thursday, March 18, 1999 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:41PM by President Ernie Llorente.

The following members were noted present: President Llorente, Vice President Higueras and Commissioners Chin and Steiman. Commissioners Agnos and Streets were excused. Commissioner Coulter joined the meeting at 5:46PM

CLOSED SESSION

MOTION: by Vice President Higueras, seconded by Commissioner Chin pursuant to Government Code Section 54957 and San Francisco Administrative Code Section 67.10(b) the Commission moved to go into closed session for the purpose of public employee evaluation of the City Librarian, Regina Minudri's performance.

Public comment: Mr. Timothy Gillespie inquired regarding how Commissioners are excused attendance. An anonymous member of the public spoke about his views on the commission employee evaluation.

ACTION: APPROVED AYE 5-0 (Chin, Coulter, Higueras, Llorente, and Steiman)

The Commission went into closed session at 5:50PM.
The Commission returned to open session at 6:37PM

MOTION: by Commissioner Steiman, seconded by Commissioner Chin pursuant to San Francisco Administrative Code Section 67.14(a), to note that that no action was taken and not to disclose any of the matters discussed during the closed session.

Public comment: none offered

ACTION: APPROVED AYE 5-0 (Chin, Coulter, Higueras, Llorente, and Steiman)

APPROVAL OF MINUTES of the regular meeting of March 2, 1999.

MOTION: approval of the regular meeting Minutes of March 2, 1999 was moved by Commissioner Chin, seconded by Commissioner Steiman.

Public Comment: An anonymous member of the public referred to transcripts of portions of the previous Commission meeting he had submitted to the Commission, discussed the situation which lead to his absence from the previous meeting, and criticized the draft minutes. Ms. Roberta Caravelle of "Citizen Review" which she described as a "public benefit corporation" criticized "incivility" by the Commission. Mr. Peter Warfield spoke in opposition to approval of the Minutes and about the lack of any reported remarks deeming the litigation "valuable". Mr. Timothy Gillespie criticized the

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Minutes, particularly the summary of the discussion of the litigation Report, and Commissioner Coulter's approval of such summary.

ADDITION TO THE POLICY ON MEETING MINUTES

The Commission Secretary provided a description and background discussion of a proposed revision of the Commission's Official Meeting Minutes Policy requiring that Commission meetings be recorded on videotape as a means supplementary to the meeting minutes and that such videotape recordings of Commission meetings be made available to members of the public on the same basis as audio-tape recordings of Commission meetings are currently available. Mr. Housh outlined proposed revisions of the city's Sunshine Ordinance which suggest that such video recordings could provide members of the public with the widest possible access to commission meetings. He further noted that a trial effort at making such recordings using existing staff and resources done at previous meetings had produced an acceptable quality recording of the meeting. The Secretary noted that the Library possessed adequate facilities to allow free public access to view the videotapes in the Library. Commissioner Steiman asked if audio-tapes were available to be checked out. Mr. Housh noted currently they were not. The Commission Secretary suggested that wider availability including check out and cable broadcast of videotapes was a long-term goal. There was further discussion of how no-cost viewing could be done, about the costs of such tapes, and costs in staff and equipment to the Library to operate such a system. Issues involved in recording meetings at branch libraries were discussed. Commissioner Chin inquired about difficulties of storage for the videotapes. Commissioner Coulter suggested that given the experimental nature of undertaking this process that the wording be modified. The Commission Secretary proposed a revised text to read: *It shall be the policy of the San Francisco Public Library Commission that Library Commission meetings be videotaped whenever feasible and that videotape recordings of Commission meetings be made available to members of the public on the same basis as audio-tape recordings of Library Commission meetings are currently available.*

MOTION: Commissioner Coulter , seconded by Vice President Higueras moved approval of the revised text.

Public Comment: An anonymous member of the public criticized the wording used in the policy revision agenda item, suggested that this matter should be addressed as a bylaw revision, and that the issue was moot because such videotapes are already a public document under the terms of the Brown Act. Ms. Roberta Caravelle opposed making videotapes of Commission meetings available to members of the public as wasteful. Ms. Deetje Boler opposed making videotapes available as redundant. Mr. Timothy Gillespie expressed the view that providing videotapes added no new information, criticized the conduct of commissioners during public comment, and stated his belief that the item was not properly noticed and could be subject to a lawsuit. Mr. Peter Warfield agreed with some previous speakers regarding costs involved and redundancy issues and suggested that people might be intimidated by recording meetings or have religious objections.

Commissioner Steiman asked concerning the nature of the proposed change. In response to Vice President Higueras' inquiry, the Commission Secretary pointed out that many city commissions currently videotape their meetings and discussed technical and staffing issues involved. **Vice President Higueras asked that information on costs involved be provided.** Library Public Affairs Director Marcia Schneider clarified current capability and what might be needed to produce a broadcast quality video recording of meeting. Commissioner Coulter was informed that overtime was not normally a issue in recording meetings. At the request of President Llorente, Deputy City Attorney Adine Varah confirmed that the issue of videotaping meetings was a policy matter. Commissioner Chin suggested that there be first and second readings on this proposal. She asked that the matter be tabled. It was a consensus of the Commission that the issue be tabled for action at a future meeting following receiving additional information on the questions raised during the discussion of videotaping.

FY '99-2000 LIBRARY BUDGET UPDATE REPORT

Library Finance Director George Nichols presented an update report (copy attached) on the current status of the FY '1999-2000 Phase B Baseline Library Budget now undergoing review by the Mayor's Budget Office. He noted two adjustments in the Phase B Budget resulting from new information on increased income to the Library Preservation Fund (LPF) and in Prop. E Library General Fund moneys. Mr. Nichols reported that the Controller's revised revenue projections for FY 1999-2000 of $935,000 over FY 1998-99 budgeted revenue, and that the projection got FY 1999-2000 indicates an additional income of $816,000. Mr. Nichols observed that there was no change in the current budget because of the increased revenues, but that they could help with future budgets. In regard to General Fund (GF) allocations required by Prop. E (Library Preservation Fund), Mr. Nichols reported that the Controller is still projecting a $2.1 million increase over the amount budgeted in the current fiscal year. Based on this information it was reported that the proposed budget can be funded without a General Fund subsidy and allows would provide a reserve fund for contingencies. Mr. Nichols reported that proposed program enhancements have to be scaled back somewhat do to baseline budget issues which were not anticipated at the time the budget was developed. These issues include: the conversion of 15 hr per wk page positions to 20 hr. per wk benefited positions as requested by the and fluctuating Memorandum of Understanding (MOU) labor contract costs. There was an extensive discussion of page positions, costs, and accrual of benefits issues involved in making this change. **Commissioners Steiman and Llorente requested a report on long-term impact of this change.** Mr. Nichols reported that under the current annualized anticipated revenues of $44.2 million, General Fund subsidies ought not be needed in the near future. June 16, 1999 was reported as the scheduled date for the Board of Supervisors Hearing on the Library Budget.

Public Comment: Ms. Roberta Caravelle, President of Citizen Review objected to use of Prop E funds to “bloat the bureaucracy at the Main” through this change in page hours, spoke on her interpretation of Prop. E, and criticized Library budget management. Ms. Deetje Boler spoke on her interpretation of Prop. E, about posted notices for the Prop. E hearings, her concern that extension of library hours would not be considered at the hearings, that Prop. E Funds were not being properly budgeted and spent, and requested a budget breakdown of book vs. technology expenditures. Mr. Peter Warfield supported benefits for library pages, approved of commissioner’s inquiry into reductions in proposed program enhancements, requested that details of budget reports be made available prior to the meeting.

Commissioner Steiman outlined the history and goals of Prop. E. and clarified the purpose of the hearings as to allow public input into any needed adjustment of hours rather than any overall increase in hours. She expressed satisfaction that no reduction in library hours seemed necessary. The City Librarian further described the impact of unanticipated baseline issues which impacted the proposed FY ‘99-2000 Budget.

LABOR UNION REPORT: no report was submitted.

NEW BUSINESS:. Commissioner Steiman requested scheduling a discussion of development of a policy on branch library use of rental facilities. She clarified her request by noting specific aspects of this topic which she would like to have included in the agenda item.

Public comment: Ms. Roberta Caravelle spoke about alleged Brown Act violations, possible lawsuits, and City Attorney’s Office expenditures.

PUBLIC COMMENT: An anonymous member of the public quoted from a transcript of remarks at the previous meeting, spoke on his motivations for litigation, and on his family’s history and its contributions to American society. Ms. Roberta Caravelle opined that commission agendas violated the requirements of the Brown Act. Mr. Timothy Gillespie requested that copies of Library policies and procedures be made available in the Library and described his role in the Public Access Project. He described his reasons for creating it, noted his accomplishments in changing other commission’s procedures and in unmasking corruption in city government, mentioned his reputation on open process matters and appearances at college classes, and urged the commissioners to act against colleagues who questioned critical comments. Mr. Peter Warfield commended the concept of first and second readings of matters under consideration by the Commission, and questioned institution of sign-up sheets and time limits on use of catalog terminals. Ms. Deetje Boler agreed with instituting first and second readings on Commission issues and expressed displeasure with limitation on time allowed for use of non-internet terminals.

Commissioner Chin left the meeting at 8:26PM

ADJOURNMENT

MOTION: Commissioner Steiman, seconded by Commissioner Coulter moved to adjourn the meeting in honor and memory of former Library Commissioner Thomas Gee and Mr. James L. Chaffee, Sr..

Public comment: An anonymous member of the public presented a copy of the published obituary of Commissioner Gee and spoke fondly of his public service while on the Commission.

ACTION: APPROVED AYE 4-0 (Coulter, Higueras, Llorente, and Steiman)

The meeting was declared adjourned at 8:38 PM

Michael Housh, Library Commission Secretary 4/12/99

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

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PUBLIC LIBRARY

NOTICE OF MEETING

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6/99

L. Brown, Jr.

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The regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Tuesday, April 6, 1999**
TIME: **5:30 PM**
PLACE: **Koret Auditorium**
Main Library, lower level

The meeting will be called to order
AGENDA:

1. **APPROVAL OF THE MINUTES**
   Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of March 18, 1999. **ACTION**

2. **CITY LIBRARIAN'S REPORT** by City Librarian Regina Minudri
   (This item is to allow the City Librarian to report on recent Library activities and make announcements)
   This report will consist of : Mission and Ocean View Branch updates, new staff appointments, the One Stop program, the April 30th staff recognition, the 1999 Laureates Dinner April 19th, and San Francisco Poet Laureate 2000,

3. **LIBRARY SENIOR ADMINISTRATIVE STAFF REPORT**
   (This item is to allow Library senior staff members to report on recent Library events and make announcements regarding upcoming events and community programs at the Main Library and branches)
   A report by Marcia Schneider, Director of Public Affairs, on recent library statistics and upcoming Library programs, events, and exhibitions during April 1999.

4. **MISSION BRANCH RENOVATION REPORT**
   by Roger Wong, Department of Public Works
   A report on and discussion of recent activities in the Mission Branch renovation.

5. **LIBRARY OF CALIFORNIA REPORT**
   by Anne Marie Gold, California State Library
   Presentation and discussion of the Library of California project by a representative of the California State Library.

6. **QUARTERLY GRANTS ACTIVITIES REPORT** by Sybil Boutilier
Presentation and discussion of a report on Library grants activities.

7. **PROP. E AND STRATEGIC PLANNING HEARING UPDATE**
Presentation and discussion of an update on the Library's 1999 Proposition E (Library Preservation Fund) and strategic planning hearings.

8. **LABOR UNION REPORT**
(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

9. **NEW BUSINESS**
(This item is to allow Commissioners to introduce new agenda items for consideration.)

10. **PUBLIC COMMENT**
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

11. **ADJOURNMENT** (requires motion and public comment) **ACTION**

3/24/99 - M.Housh, Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Tuesday, April 6, 1999 (As approved May 4, 1999)

L. BROWN, JR.

T H. LLORENTE
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ES A. HIGUERAS, A.I.A.
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The San Francisco Public Library Commission held its regular meeting on Tuesday, April 6, 1999 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:35PM by President Llorente

The following members were noted present: President Llorente and Commissioners Higueras, and Streets and Steiman. Commissioner Coulter's absence was noted excused. It was noted that Commissioner Agnos' seat remained unfilled. Commissioner Chin arrived at 5:39 PM.

APPROVAL OF MINUTES of the regular meeting of March 18, 1999.

MOTION: approval of the Minutes of March 18, 1999 was moved by Commissioner Higueras, seconded by Commissioner Steiman.

Public Comment: An anonymous member of the public opposed approval of the Minutes. Mr. Peter Warfield spoke critically concerning the accuracy of details of and order of occurrence of discussions reported in the Minutes. Mr. Timothy Gillespie critiqued the presentation of the Minutes, quoted from the Brown Act, and stated that the Commission had no policy on Meeting Minutes.

The Commission Secretary in response to President Llorente's inquiry affirmed that the Commission could make available both audio and video tapes of the meeting to members of the public.

ACTION: APPROVED Aye 5-0 (Chin, Higueras, Llorente, Steiman, and Streets)

CITY LIBRARIAN'S REPORT: by City Librarian Regina Minudri
Ms. Minudri reported on recent developments in the construction of the new Ocean View Branch Library. The City Librarian informed the Commission that the old building has been demolished and construction of the new building should begin soon. The City Librarian reported that the renovation of the Mission Branch was proceeding smoothly and that the facility should reopen with festivities on May 8, 1999 as planned. Ms. Minudri announced new branch head appointments: Dede Puma at Visitation Valley; Jan Nunes at Ingleside, Dorothy Coakley at Ocean View, and Anne Hyatt at Park. The City Librarian outlined the new state wide One Stop program aimed to assist community based organizations (CBO) efforts to assist their clients find employment. The Private Industry Council , the Department of Human Services, The San Francisco Council on the Aging, and City College of San Francisco are the Library's partners on this state funded project. The Library's Community Connection database available in branch libraries is used

for information and referrals to local providers and government agencies. The project should begin operation in May 1999. Ms. Minudri informed the Commissioners that the annual staff recognition program would be held on April 30, 1999 and discussed how the recognition program was structured. Ms. Minudri observed that the Annual Laureates Dinner principally benefiting the Ocean View Branch Library would be held on April 19, 1999. The City Librarian informed the Commissioners concerning the selection process for San Francisco's Poet Laureate 2000.

Public comment: An anonymous member of the public noted two mentions of a Mission Branch report on the agenda, critiqued the editing of the Library Staff Report, and discussed the importance of the Commission as a democratic institution. Mr. Ed Regan suggested that the Library request location of MUNI stops immediately adjacent to the new branch. He further proposed that each branch have a security office. Mr. Peter Warfield inquired concerning the One Stop Project and the Library's book collection related to those seeking employment, inquired concerning the cost and availability to members of the public of tickets for the Laureate's Dinner. Mr. Timothy Gillespie read from a text.

In response to a question by Commissioner Streets, the City Librarian reported a fundraising goal of $250,000.00 for furnishings and equipment for the new Ocean View Branch Library. She also noted that the Ocean View Lions Club and the San Francisco Foundation are being approached to take up the fundraising challenge. It was later noted that tickets for the Laureate's Dinner were $300.00.

LIBRARY SENIOR ADMINISTRATIVE STAFF REPORT

Ms. Marcia Schneider, Library Director of Public Affairs reported on the PTA Reflections Exhibition of over 100 works by children and youth opening on April 10, 1999. She presented a new brochure for the Community Connections database. This year's exhibit from the Library's Schmulowitz Wit and Humor Collection was discussed. A Chinese Center exhibit by famed artist Ting Chou Kwang was outlined. Ms. Schneider also described the current and future activities of the Open Book Series with writers Molly Giles, Wally Lam, and Dorothy Allison. The exciting new poetry series "On the Page, Off the Page" was described as drawing new audiences to the Library. A commemorative program on the 1906 Earthquake and Fire by the Library's San Francisco History Center by author Malcolm E. Barker was noted. A series of environmental programs sponsored by "Mothers and Others" was highlighted. A program on alternative voices "To Be Continued, Take II" stories by lesbian writers sponsored by a Different Light bookstore was noted. The Director of Public Affairs issued an invitation to the

Commissioners to attend the grand re-opening of the renovated Mission Branch Library on May 8, 1999 and outlined the proposed festivities. Ms. Schneider presented video clips on the "Shades of San Francisco", Mission Photo Day program and the "Unsung Heroes" program.

President Llorente called attention to a lecture and program being held in the Koret Auditorium on April 11, 1999 on the realities of the Philippine American War at the turn of the century and the impact of that experience on the Filipino people.

Public comment: Mr. Jim Kirwan inquired concerning a perceived lack of listing of commission meetings in At The Main. An anonymous member of the public criticized the agenda description of the Senior Library Staff Report, discussing previous lawsuits filed against the Library. Mr. Peter Warfield commented favorably on the exhibition of materials from the Schmulowitz Wit and Humor Collection, asked and was informed that an annual exhibit from the Collection was a term of its bequest, and suggested other exhibits of library "treasures" be held. Mr. Timothy Gillespie commented on the importance of the program on Philippine history noted by President Llorente and called attention to a National Public Radio program on the subject. Mr. Jim Kirwan rose again to make additional comments about press remarks attributed to Ms. Schneider.

MISSION BRANCH RENOVATION UPDATE REPORT

Mr. Roger Wong, Department of Public Works, presented his monthly update report on the progress of the renovation of the Mission Branch Library. He observed that the project was nearing completion, building inspections and equipment tests are ongoing, and that work on "punch list" items was underway. Sidewalk replacement work was noted as being done. Mr. Wong discussed roof repair work. He noted that Library staff has returned and begun preparation to move back into the building. Mr. Wong noted that other than separately funded roof repairs all work would be completed within budget. In response to questions by commissioner Chin the City Librarian reported fundraising goal for equipment and furnishing had been significantly exceeded. In response to another question by Commissioner Chin, Mr. Wong reported on the art enhancements. Mr. Wong agreed to present a final report at a May Commission meeting.

Public comment: An anonymous member of the public expressed concern with cost overruns with the Mission Branch renovation, observed that questions about roof repairs were answered ambiguously, and asked concerning the lack of a written copy of Mr. Wong's report.

LIBRARY OF CALIFORNIA REPORT

Ms. Anne Marie Gold, California State Library, Interim Manager of the Library of California presented a report on the creation and initial activities of the Library of California. Ms. Gold described the ten year history and the background which led to the creation of the Library of California with a first year appropriation of $5 million. She detailed aspects of the Library's concept and operations described in brochures she presented (copies attached). Ms. Gold related proposed library services which the Library of California would undertake. She reported on the initial programs operated by the library network. Regional library networks were described as the backbone of the proposed new "virtual library" system linking public, private, and special libraries throughout California. In response to questions by President Llorente, Ms. Gold described grant programs funded through the Library of California and how services could be provided. In response to a question by Commissioner Steiman, Ms. Gold discussed the Library of California's trial database programs and its initial activities. Commissioner Chin was informed concerning how access to collections of member libraries could be facilitated for members of the public. President Llorente requested future updates on developments as the Library system grew.

Public comment: Mr. Ed Regan suggested that a statewide library card be issued by the State Library. An anonymous member of the public noted previous participation in Bay Area Library Information System (BALIS) activities and related long term issues involving the unexpectedly quick creation of the Library of California system. Mr. Timothy Gillespie asked if the San Francisco Public Library would become a member of the Library of California system and if any cost of membership was known.

The City Librarian noted that the San Francisco Public Library was not now but likely would become a member of the Library of California system and no figures concerning possible costs were available as yet.

QUARTERLY GRANT ACTIVITIES REPORT

City Librarian Regina Minudri outlined recent library grant activities described in a report (copy attached) prepared by the Library's Finance Office. In response to commissioner's inquiry the City librarian reaffirmed that there were procedures in place to prevent unfunded carry-over of grant funded staffing. In response to Commissioner Chin Ms. Minudri noted that photographs brought to "Shades" photo days are copied and become the property of the Library. The original photos are returned. The photos are then shared with the state library and after processing could be made available to the public. The City Librarian informed Vice President Higueras that grants activities reports would be made to the Commission on a quarterly basis.

Public comment: An anonymous member of the public inquired concerning Commission approval of the grants reported, questioned staffing issues created by grant funded positions.

The Commission is given quarterly reports on library grant activities. Mr. Peter Warfield asked for more information involving any costs to the library resulting from accepting grants and decried a lack of mention of books in the report. Mr. Timothy Gillespie criticized previous library processing of Call Bulletin materials, criticized Library

Foundation staff involvement in exhibitions and work for the affinity centers, and asked for more information on grant #5 in the report.

The City Librarian further described the important work benefiting schools and youth this grant funded. Ms. Minudri additionally explained that exhibitions staff work on all library projects.

PROP.E AND STRATEGIC PLANNING HEARING UPDATE

Ms. Minudri, the City Librarian described the ongoing process to fully involve library staff and members of various communities in shaping the library's strategic planning community process. Library statements reflecting vision would get further processing prior to the series of community meetings beginning in the next week at the Main and the Ingleside Branch Library. The City Librarian emphasized that the principle focus of the meetings would be for commissioners and library staff to listen to the views and desires of the community. Ms. Minudri detailed how the meetings would be structured in two parts, first to discuss each individual library's hours and secondly to discuss strategic planning issues. She further spoke about details of conducting the meetings particularly addressing language translation. The City Librarian also called attention to branch clip board surveys and phone surveys to be brought together with information gathered at the branch meeting and extensive staff input to prepare a draft for evaluation before a final report and recommendations are brought to the Commission in the Fall. In response to Commissioner Streets' inquiry it was reported that Mr. David Binder would again be conducting the surveys. Commissioner Chin was informed that extensive press information has been provided to the ethnic media.

Public comment: An anonymous member of the public criticized the commission's acceptance of the report. Mr. Ed Regan commended sending notices of branch library meetings. Mr. Jim Kirwan inquired about increases reported in available library preservation fund moneys and if any, what amounts had been expended on books. He further alleged that Prop. E (Library Preservation Funds) were not being spent according to the requirements of the proposition. Mr. Timothy Gillespie stated that it was the Library's duty to explain details of its budget as extensively as members of the public required, inquired as to the details of how the (Prop. E) meetings are to be noticed and conducted, and expressed dismay at the short length of time allotted to these meetings to address the issues to be considered.

The City Librarian briefly described how Library Preservation Fund moneys are apportioned and spent. Commissioner Streets detailed the full array of options to gather the public's views on library hours and planning issues. President Llorente noted the previous extensive discussions of library budget issues and concerning the requirement to conduct these meetings in conformity with the Americans With Disabilities Act (ADA).

Mr. Kirwan rose again to complain that he had attempted to attend many such meetings which had been moved or canceled.

At 7:40PM Commissioner Streets left the meeting. President Llorente called a brief recess. The Commission returned to session at 7:48PM.

Mr. Peter Warfield expressed dismay with the structure of the proposed meetings, with the City Librarian's expressed view that expanded library hours would not be considered, and recalled no Commission action taken to not consider expanding library hours, and asked if the Commission had made the decision. Mr. Kirwan rose again to offer a view as to how (Library Preservation Fund) expenditures must be applied to the purposes and requirements of Prop. E and described failings to adhere to Prop. E under the former City Librarian.

Library Finance Director George Nichols again reported an overview of Prop. E expenditures within the library budget.

LABOR UNION REPORT:

Ms. Cathy Bremer, Local 790/Librarian's guild commented that library public service staff was insufficient to meet the needs citing closures and delayed openings at the Bayview Branch and Excelsior Branch.

Public comment: Mr. Timothy Gillespie spoke about the need for public service staffing and criticized the library union representatives and library staff for not discussing an ongoing library personnel matter. Mr. Ed Regan suggested that the Library or labor unions make labor contracts available to the public. An anonymous member of the public discussed a view of proper comments allowable under the Labor Union Report. Mr. Peter Warfield expressed support for library workers, inquired as to why budget choices were made by the Commission that did not include consideration of expanded hours of service, and suggested expanded hours be considered during the Prop. E meetings.

Commissioner Steiman noted that many issues had been considered when the Commission approved the budget.

NEW BUSINESS:

Vice President Higueras requested that the merged Friends/Foundation organization make a presentation to the Commission, including a discussion concerning a revised memorandum of understanding (MOU). He additionally requested a discussion of library bond needs be placed on a future agenda. Commissioner Chin requested a report by Library affinity groups and a report next month on upcoming children, youth, and teenagers programs.

Public comment: Mr. Jim Kirwan asked about commitments made by the Library Foundation in its current memorandum of understanding (MOU) and public rights to know details of fulfillment of those commitments. Mr. Timothy Gillespie inquired about a time-frame for a new MOU and asked that a commissioner request that the City Attorney's Office present a report on the process needed in creating a new MOU. An anonymous member of the public offered a view of proper adherence to the requirements of the Brown Act in addressing this matter. Mr. Peter Warfield expressed approval of the items suggested for future consideration.

PUBLIC COMMENT:
Mr. Ed Regan suggested uniform library hours and creation of a labor library to include copies of labor contracts. An anonymous member of the public continued a discussion of various experiences resulting from his late father's death, focusing on special recognition of his military service, and discussed various aspects of a struggle for democracy including mention of taking the Library Commission to court as a less preferable alternative to storming a beach under enemy fire. Mr. Peter Warfield urged that the Library Commission adopt a format of first and second readings for items on its agenda and proposed a discussion of library staffing plans and issues for a future Commission meeting. Mr. Jim Kirwan suggested a future agenda item concerning annexation of Brooks Hall as a component of the library and expressed an observation that there was public distrust of the Commission. Mr. Timothy Gillespie noted greater engagement with the public during the meeting, discussed his concerns about a personnel matter, related a comment sent to him in an email, and read from H. L. Mencken on poetry.

President Llorente noted that Brooks Hall had been extensively discussed at several previous commission meetings and that it was an issue being addressed in the post occupancy evaluation.

ADJOURNMENT

MOTION: Commissioner Chin, seconded by Commissioner Steiman moved to adjourn the meeting.

ACTION: APPROVED Aye 4-0 (Chin, Higueras, Llorente, and Steiman)

The meeting was declared adjourned at 8:38PM

Michael Housh, Library Commission Secretary 5/5/99

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Library of California

CALIFORNIA STATE LIBRARY

UPDATE ON LIBRARY OF CALIFORNIA ACTIVITIES

- Legislation (SB 409) appropriated $5M for FY 1998/99 for five funded areas:
  - Telecommunications
  - Databases
  - Interlibrary Loan and Direct Loan
  - Regional Library Network Planning
  - Statewide Coordination

- Telecommunications
  - $750,000 grant program announced in April to provide 100 grants for Z39.50 server software to libraries so their catalogs are searchable through the Internet using a common graphic interface
  - Study commissioned of the high speed telecommunications needs of rural libraries

- Databases
  - $1 million for trial databases; first database available for libraries statewide to be selected within month
  - Study commissioned of Statewide Serials Database

- Interlibrary Loan and Direct Loan
  - $300,000 pilot program implemented April 1, 1999 to provide reimbursement to non-public libraries for loaning their materials to other libraries
  - Study commissioned of handling and delivery costs for interlibrary and direct loans for all types of libraries

- Regional Library Network Planning
  - 8 Planning Regions created
  - $550,000 in planning grants available to Planning Regions following April 12-13 workshop

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- Statewide Coordination
  - $1,012,000 for state operations
  - Interim Manager hired 1/1/99
  - Currently interviewing for additional positions

- Regulations
  - Informal workshops on draft regulations held in January
  - Library of California Board adopted schedule in concept in January
  - Library of California Board approved the proposed regulations for submittal to the Office of Administrative Law in February
  - Library of California Board adopted process for public hearings on proposed regulations

- Library of California Board
  - California Library Services Board officially became the Library of California Board
  - 2 Board meetings held in 1999 – January and February, 4 more scheduled during year
  - Board will decide additional program funding at meetings in April and June

Status Report on Grant Funded Programs

April 1999

Active Grants & Projects

1) Project Title: **Planning For Results**
Funding Agency: California State Library (LSTA Federal)
(through Mt. Valley Library System)
Project Manager: Susan Hildreth
Status: Current
Amount of Grant: $20,000
Length of Grant: 1/1/99-9/30/99

Project Summary: Strategic Planning Process for San Francisco Public Library and evaluation of Planning for Results methodologies.

Expenditure Overview: Consultant Services
Budgeted Staff: None

2) Project Title: San Francisco Access News
Funding Agency: California State Library (LSTA Federal)
Project Manager: Susan Hildreth/Marti Goddard
Status: Current
Amount of Grant: $77,000
Length of Grant: 3/1/99 – 9/30/99

Project Summary: SFPL will extend service to sight and print impaired patrons by providing access to local newspapers through high quality voice synthesis system and touch tone telephone. This is part of a State-wide program to provide equal access to local current events and commentary.

Expenditure Overview: Operations 87%
Library Material 13%
Budgeted Staff None

3) Project Title: InfoPeople Expansion
Funding Agency: California State Library (LSTA-Federal)
Project Manager: Susan Hildreth/Donna Corbeil
Status: Current
Amount of Grant: $18,000
Length of Grant: 3/1/99 –9/30/99

Project Summary: Provides for two Multimedia computers with Internet access in three neighborhood branches-Anza, North Beach and Visitation Valley. Also provides extensive training for branch staff and a neighborhood partnering non-profit organization.

Expenditure Overview: Computer Equipment
Budgeted Staff: None

4) Project Title: Library Literacy Service
Funding Agency: California State Library
Project Manager: Randy Weaver/Marti Goddard
Status: Active
Amount of Grant: $63,647
Length of Grant: 7/1/98-6/30/99
Project Summary: Tutoring services for adult English speaking non-readers. Friends of the Library advances funding to enable seamless continuation of this project, and are reimbursed through this grant.

Expenditure Overview: 95% Operations
5% Indirect
Budgeted Staff: None

5) Project Title: San Francisco Electronic Library
Funding Agency: National Science Foundation
Project Manager: Toni Bernardi/Sybil Boutilier
Status: Active
Amount of Grant: $254,438
Length of Grant: 10/1/96 - 6/30/99

Project Summary: 1) To provide access to a wide range of independent learning and knowledge materials through the use of electronic, digital, online resources for children and youth. 2) Provide orientation, training & support for users while providing a valuable mentoring experience and training for youthful volunteers. 3) Train Librarians to include the use of automated systems and computer technology to access local materials, retrieve remote materials, search the Internet and integrate electronic materials and resources in their reference strategies. 4) Educate teachers about available resources & methods to integrate electronic materials into standard curriculum. 5) Collaborate with community partners to provide experience of high-end multimedia uses of computer technology for children.6) Equalization of service in Branches.

Expenditure Overview: 41% Salaries
18% Equipment
3% Conference participation/dissemination
16% Participant support
14% Direct costs: materials, consultants, programming & training materials
4% Indirect
Budgeted Staff: 1 FTE 3630
1 FTE 1820
.50 FTE 1012

6) Project Title: Project Read
Funding Agency: Lila Wallace-Reader's Digest Fund
Project Manager: Randy Weaver/Marti Goddard
Status: Active
Amount of Grant: $225,000
Length of Grant: 8/1/96 - 7/31/99

Project Summary: The project's primary goals are to build capacity to create optimal learning environments that help adult students tap their innate ability to learn, and to measure results. To provide a greater range of effective learning materials and instructional strategies, including expanding our ability to link learners effectively with appropriate instructional technology, the LWRD funds are used to research, develop, and implement tools and protocols that will enhance our capacity to 1) collect baseline data, 2) assess learning style preferences, 3) provide effective teaching strategies that use multi-sensory approaches to honor multiple intelligences, and 4) monitor progress.

Expenditure Overview: 78% Salaries
7% Equipment
7% Travel
6% Consultants
2% Other

Budgeted Staff: .50 FTE 1363 (step 5)
.50 FTE 1364 (step 1)
.60 FTE 1360 (step 3)

7) Project Title: **Adult Ed 321 - National Literacy Act**
Funding Agency: California Dept of Education (federal pass-through)
Project Manager: Randy Weaver/Marti Goddard
Status: Active
Amount of Grant: $8,700.
Length of Grant: 7/1/97 - 6/30/98

Project Summary: Funds portion of Project Read by Providing for Tutor Training and support services for adult literacy program. Through Friends of the Library.

Expenditure Overview: Training 40%
Support Staff 60%

Budgeted Staff: .35 FTE Receptionist/Office Assistant

8) Project Title: **Technology Literacy Challenge**
Funding Agency: California Dept of Education (through Unified School District)
Project Manager: Sybil Boutilier/Toni Bernardi
Status: Active
Amount of Grant: $100,000
Length of Grant: 1/1/98 – 9/30/02

Project Summary: Library trains staff, school librarians and teachers on using SFPL online catalog, databases, Electronic Discovery Centers and Internet resources. Also continues civic conferences and parent/child Homework on the Internet coaching sessions. Leverages NSF grant and responds to SF Grand Jury report on linkage between SF schools and libraries

Expenditure Overview: Programming/training Institutes 20%
Consultants/Evaluators 40%

Budgeted Staff: PTANs for release time 40%

9) Project Title: **American Heritage Virtual Archive**
Funding Agency: Nat'l Historic Publications& Record Commission
(through UC Berkeley Bancroft Library)
Project Manager: Faun McInnis/Susan Goldstein
Status: Current
Amount of Grant: In Kind Only
Length of Grant: 6/97- 5/99

Project Summary: Reunite, organize and Digitize 330,000 photographic negatives from the San Francisco News Call Bulletin "Morgue" from 1916 to 1965 including producing a finding aid for this significant collection, portions of which are housed at Bancroft Library, and portions of which are at SFPL.

Expenditure Overview: In-Kind digital archiving services
Budgeted Staff: 0

10) Project Title: **Gold Rush Reading & Discussion Groups**
Funding Agency: California Council for Humanities (through State Library)
Project Manager: Laura Lent
Status: Current
Amount of Grant: $500
Length of Grant: 2/99 - 12/99

Project Summary: Invitational Grant Program includes SFPL in official California State Sesquicentennial Commemoration events. Will focus awareness of SFPL's rich historical collection of photos and ephemera by providing programs in Main and neighborhood branches based on these unique resources

Expenditure Overview: Programming 100%
Budgeted Staff: None

11) Project Title: **Exhibit Program Development**
Funding Agency: Anonymous (through Library Foundation)
Project Manager: Laura Lent
Status: Active
Amount of Grant: $95,900
Length of Grant: Ongoing

Project Summary: Provides funding for additional staff, training and exhibit support costs to enhance and expand library exhibit programming.

Expenditure Overview: Personnel 90%
Training and exhibit programming 10%
Budgeted Staff: .75 FTE 1368
.50 3520

12) Project Title: **Shades of California**
Funding Agency: California State Library (through Mt. Valley Library)
Project Manager: Laura Lent

Status: Current
Amount of Grant: $10,000
Length of Grant: 1/1/99 - 6/30/99

Project Summary: Provides consultants and technical support for collection and archiving of historical community photographs contributed by residents of the Mission District.

Expenditure Overview: Project Implementation 100%
Budgeted Staff: None

13) Project Title: **Technology Literacy Challenge Grant**
Funding Agency: State Dept. of Education (through SFUSD)
Project Manager: Sybil Boutilier/Toni Bernardi
Status: awarded-
Amount of Grant: $10,500
Length of Grant: 1/1/00 - 9/30/2002

Project Summary: Continues program of collaboration with San Francisco Unified School District with training workshops and institutes for school librarians and teachers, and various collaborative activities to improve school-library interactions and activities.

Expenditure Overview: Implementation 70%
Consultant/Evaluation 30%
Budgeted Staff: None

14) Project Title: **Labor Landmarks of San Francisco**
Funding Agency: California Council for Humanities (Through San Francisco State University)
Project Manager: Susan Goldstein
Status: current
Amount of Grant: $10,000
Length of Grant: 8/99- 3/2000

Project Summary: In association with the Labor Archives and Research Center at San Francisco State University, develop a map and guide to labor history landmarks. This grant will fund a Walking Tour Brochure, an Exhibit in Skylight Gallery from 1/2000-3/2000 and a Panel Program to take place in the Library February 24, 2000.

Expenditure Overview: Implementation and Production 100%
Budgeted Staff: None

SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

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SPECIAL NOTICE

[Agenda]

THE REGULAR MEETING OF THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION

SCHEDULED TO BE HELD TUESDAY APRIL 20, 1999 HAS BEEN

CANCELED

DOCUMENTS DEPT.
APR 16 1999
SAN FRANCISCO
PUBLIC LIBRARY

POSTED 4/16/99
Michael Housh, Commission Secretary

CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415 557 4233

SAN FRANCISCO PUBLIC LIBRARY

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NOTICE OF MEETING

A special meeting called by the Commission President will be held at 5:00 p.m. before the regular meeting. That special meeting will be for the purpose of an attorney/client litigation report closed session. The start of the regular meeting may be delayed. It is possible that the regular session will start later because of the special meeting. The regular session will not start before 5:30PM

The San Francisco Public Library Commission will hold special and regular meetings as follows:

DATE: **Tuesday, May 4, 1999**

TIME: **5:00 PM** **NOTE TIME CHANGE**

PLACE: **Koret Auditorium**
Main Library, Civic Center

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SAN FRANCISCO
PUBLIC LIBRARY

The meeting will be called to order

AGENDA OF SPECIAL MEETING -

1. **CONFERENCE WITH LEGAL COUNSEL** (pursuant to Government Code Section 54956.9 and San Francisco Administrative Code Section 67.11): Existing litigation:

Public Access Project, and James Chaffee v. San Francisco Public Library Commission, San Francisco Public Library, Regina Minudri, in her capacity as city Librarian, City and county of San Francisco, and Does 1-20.

No. 302-777 filed in Superior Court of the State of California in and for the County of San Francisco.

- a. Public Comment
- b. Motion and vote as to whether to assert attorney/client privilege. **ACTION**
- b. Closed session **ACTION**
- c. Open session (Pursuant to San Francisco Administrative Code Section 67.14)
  - (1.) Discussion and vote as the whether to disclose any portion of discussion which was not confidential or privileged which a majority deems to be in the public interest.
  - (2.) Report action, if any, taken in closed session and the vote or abstention of any member thereon. **ACTION**

2. **ADJOURNMENT** (requires motion and public comment) **ACTION**

Civic Center
San Francisco, California 94102
Telephone

San Francisco Public Library

ACCESS, DISCOVER, EMPOWER

NOTICE OF MEETING

The regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, May 4, 1999
TIME: 5:30 PM
PLACE: Koret Auditorium
Main Library, lower level

Willie L. Brown, Jr.
Mayor

Ernest H. Llorente
President

Charles A. Higueras, A.I.A.
Vice President

Lonnie K. Chin
Steven A. Coulter
Carol Steiman
Fran A. Streets
Darian Weltman Swig
Commissioners

Regina Minudri
City Librarian

Michael Housh
Commission Secretary

The meeting will be called to order
AGENDA:

1. **APPROVAL OF THE MINUTES**
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of April 6, 1999. **ACTION**

2. **CITY LIBRARIAN'S REPORT** by City Librarian Regina Minudri
(This item is to allow the City Librarian to report on recent Library activities and make announcements)
This report will consist of : Quarterly use, cataloging, circulation, database & web statistics. A Mission Branch Update, an Ocean View Branch Update, Promotions, branch closings, a budget update, and staff recognition awards.

3. **LIBRARY SENIOR ADMINISTRATIVE STAFF REPORT**
(This item is to allow Library senior staff members to report on recent Library events and make announcements regarding upcoming events and community programs at the Main Library and branches)
A report by Marcia Schneider, Director of Public Affairs, upcoming Library programs, events, and exhibitions during May 1999.

4. **MISSION BRANCH RENOVATION REPORT**
by Roger Wong, Department of Public Works
A final report on and discussion of the Mission Branch renovation.

5. **CHILDREN AND YOUTH PROGRAMS UPDATE**
A report by Toni Bernardi, Director of Children and Youth Services, on upcoming Library Children and youth programs, events, and activities.

6. **POLICY ON RECORDING MEETINGS** **ACTION**
Presentation of , discussion of , and possible action to supplement Commission Policy to include regular videotape recording of commission meetings whenever reasonably possible and making available such videotape recordings of Commission meetings to members of the public on the same basis as audio-tape recordings of Commission meetings.

Civic Center
San Francisco, California 94102
Telephone 415.557.4233

7. STATE LIBRARY LEGISLATION **ACTION**
Presentation of , discussion of, and possible action to approve a resolution in support of proposed state legislation supporting the work of California's public libraries.

8. LABOR UNION REPORT
(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

9. NEW BUSINESS
(This item is to allow Commissioners to introduce new agenda items for consideration.)

10. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

11. ADJOURNMENT (requires motion and public comment) **ACTION**

4/27/99 - M.Housh, Commission Secretary

DRAFT POLICY ON RECORDING COMMISSION MEETINGS

It shall be the policy of the San Francisco Public Library Commission that Library Commission meetings be videotaped whenever feasible and that videotape recordings of Commission meetings be made available to members of the public on the same basis as audio-tape recordings of Library Commission meetings are currently available.

SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

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PLACE: **Koret Auditorium**
Main Library, Civic Center

DOCUMENTS DEPT.

APR 30 1999

SAN FRANCISCO
PUBLIC LIBRARY

The meeting will be called to order

AGENDA OF SPECIAL MEETING -

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   a. Public Comment
   b. Motion and vote as to whether to assert attorney/client privilege. **ACTION**
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      (2.) Report action, if any, taken in closed session and the vote or abstention of any member thereon. **ACTION**

2. **ADJOURNMENT** (requires motion and public comment) **ACTION**

CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415.557.4233

SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

NOTICE OF MEETING

The regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Tuesday, May 4, 1999**
TIME: **5:30 PM** **REVISED 4/30/99**
PLACE: **Koret Auditorium**
Main Library, lower level

WILLIE L. BROWN, JR.
Mayor

ERNEST H. LLORENTE
President

CHARLES A. HIGUERAS, A.I.A.
Vice President

LONNIE K. CHIN
STEVEN A. COULTER
CAROL STEIMAN
FRAN A. STREETS
DARIAN WELTMAN SWIG
Commissioners

REGINA MINUDRI
City Librarian

MICHAEL HOUSH
Commission Secretary

The meeting will be called to order
AGENDA:

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4. **MISSION BRANCH RENOVATION REPORT**
by Roger Wong, Department of Public Works
A final report on and discussion of the Mission Branch renovation.

4a. **LIBRARY PROP. E AND STRATEGIC GOALS AND PLANNING MEETINGS REPORT** by City Librarian Regina Minudri. **ACTION**
Presentation of, discussion of, and possible action to approve a revised proposal for holding the mandated Proposition E (Library Preservation Fund) hearings on library hours and Library Strategic Planning in accordance with the City Librarian's proposal.

5. **CHILDREN AND YOUTH PROGRAMS UPDATE**
A report by Toni Bernardi, Director of Children and Youth Services, on upcoming Library Children and youth programs, events, and activities.

CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415.557.4233

6. **POLICY ON RECORDING MEETINGS** **ACTION**
Presentation of , discussion of , and possible action to supplement Commission Policy to include regular videotape recording of commission meetings whenever reasonably possible and making available such videotape recordings of Commission meetings to members of the public on the same basis as audio-tape recordings of Commission meetings.

7. **STATE LIBRARY LEGISLATION** **ACTION**
Presentation of , discussion of, and possible action to approve a resolution in support of proposed state legislation supporting the work of California's public libraries.

8. **LABOR UNION REPORT**
(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

9. **NEW BUSINESS**
(This item is to allow Commissioners to introduce new agenda items for consideration.)

10. **PUBLIC COMMENT**
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

11. **ADJOURNMENT** (requires motion and public comment) **ACTION**

4/30/99 - M.Housh, Commission Secretary

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SPECIAL NOTICE

AT THE REGULAR MAY 4, 1999 MEETING OF THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION AN ADDITIONAL ITEM RECEIVED TO LATE TO INCLUDE IN THE REGULAR AGENDA HAS BEEN ADDED TO THE MEETING AGENDA AS ITEM:

4a. **LIBRARY PROP. E AND STRATEGIC GOALS AND ACTION PLANNING MEETINGS REPORT** by City Librarian Regina Minudri.
Presentation of, discussion of, and possible action to approve a revised proposal for holding the mandated Proposition E (Library Preservation Fund) hearings on library hours and Library Strategic Planning in accordance with the City Librarian's proposal.

POSTED 4/30/99
Michael Housh, Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

To: Commissioners, San Francisco Public Library

From: Regina Minudri, RUM City Librarian

Re: Prop E Hearings/Strategic Plan

Date: April, 30, 1999

It is necessary to reschedule the Branch and Main Library Hearings for Prop E and the Strategic Plan. It is our intent to hold these hearings during June and July 1999. At this time, I cannot present you with a full schedule of hearings because we have not had the opportunity to consult your calendars. I therefore ask that you authorize me to schedule these hearings; and urge you to work with Michael Housh to insure that one of you is present at each Hearing.

I need authority to proceed with the scheduling due to timing constraints. If we wait until the June meeting, it will further delay the process because we need to give the public sufficient notice of the Hearings.

CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102

San Francisco Public Library

ACCESS, DISCOVER, EMPOWER

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the special meeting of Tuesday, May 4, 1999 (As approved 6/1/99)

The San Francisco Public Library Commission held a special meeting on Tuesday, May 4, 1999 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:10PM by President Ernie Llorente.

The following members were noted present: President Llorente, Vice President Higueras and Commissioners Chin, Coulter, Swig and Streets. Commissioner Steiman was noted excused attendance.

President Llorente extended a warm welcome to newly appointed Library Commissioner Darian W. Swig.

Public Comment: An anonymous member of the public spoke about a lawsuit filed against the Library. Mr. Timothy Gillespie criticized the Commission and the City Librarian. Mr. Peter Warfield noted that a welcome for the new commissioner was not in the meetings' agendas and had no comment on the lawsuit.

CLOSED SESSION

MOTION: by Commissioner Chin, seconded by Vice President Higueras moved to assert attorney/client privilege and go into closed session pursuant to Government Code Section 54956.9 and San Francisco Administrative Code Section 67.11): regarding existing litigation:

Public Access Project, and James Chaffee v. San Francisco Public Library Commission, San Francisco Public Library, Regina Minudri, in her capacity as City Librarian, City and county of San Francisco, and Does 1-20,

No. 302-777 filed in Superior Court of the State of California in and for the County of San Francisco;

ACTION: APPROVED AYE 6-0 (Chin, Coulter, Higueras, Llorente, Streets, and Swig)

The Commission went into closed session at 5:29PM.
The Commission returned to open session at 6:25PM

Commissioner Chin left the meeting at 6:20PM

MOTION: by Vice President Higueras, seconded by Commissioner Streets pursuant to San Francisco Administrative Code Section 67.14(a), not to disclose any other matters discussed during the closed session.

ACTION: APPROVED AYE 5-0 (Coulter, Higueras, Llorente, Streets, and Swig)

Civic Center
San Francisco, California 94102
Telephone 415.557.4233

MOTION: by Vice President Higueras, seconded by Commissioner Streets to report that the Library Commission had requested that the City Attorney respond appropriately to the litigation discussed.

ACTION: APPROVED AYE 5-0 (Coulter, Higueras, Llorente, Streets, and Swig)

ADJOURNMENT

MOTION: Vice President Higueras, seconded by Commissioner Streets moved to adjourn the special meeting.

Public comment: An anonymous member of the public suggested that the Commission would have benefited from additional public comment offered by the anonymous member of the public.

ACTION: APPROVED AYE 5-0 (Coulter, Higueras, Llorente, Streets, and Swig)

The meeting was declared adjourned at 6:39PM.

MH 6/2/99

Please note:. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Tuesday, May 4, 1999 (Approved as amended 6/1/99)

The San Francisco Public Library Commission held a regular meeting on Tuesday, May 4, 1999 in the Koret Auditorium, Main Library.

The meeting was called to order at 6:40PM by President Ernie Llorente.

The following members were noted present: President Llorente, Vice President Higueras and Commissioners Chin, Coulter, Swig and Streets. Commissioner Steiman was noted excused attendance. It was reported that Commissioner Chin was expected to return during the meeting.

APPROVAL OF MINUTES of the regular meeting of April 6, 1999.

MOTION: approval of the regular meeting Minutes of April 6, 1999 was moved by Commissioner Higueras, seconded by Commissioner Streets.

Public Comment: An anonymous member of the public quoted President Madison and author Evelyn Waugh and criticized a lack of detail in reported public comments. Another member of the public noted that an appointment reported in the City Librarian's report should be to the Ocean View rather than the Bernal Branch. Mr. Peter Warfield suggested a number of changes to the Minutes as reported.

The Commission Secretary noted correction of the reported appointment.

ACTION: APPROVED AYE 5-0 (Coulter, Higueras, Llorente, Streets, and Swig)

CITY LIBRARIAN'S REPORT

City Librarian Regina Minudri reported to the Commission on the results of the Controller's most recent survey of public opinion concerning city services as they apply to the Library, (copy attached). She further reported recent Library use statistics. 10,500 titles were noted purchased with 34,000 copies, and gift materials were described as 11,300 titles with 35,400 copies. The City Librarian reported cataloging 43,523 titles of 58,465 published in 1997. Ms. Minudri described the Library's four major databases, EBSCOHOST, FirstSearch, IAC, and GALENET. The City Librarian highlighted database use as a partial explanation for reduced book circulation figures. Ms. Minudri reported 8-9,000 library website requests per day, with an average of 250,750 per month. Ms. Minudri reported peak usage daily between 3-4PM and that Tuesday was the highest use day. She congratulated Dennis Maness on his designation as Librarian III, 3rd Floor Manager. The City Librarian reported on the temporary closure of the Ortega Branch to permit roof repairs and interior maintenance work from May 7 until June 2, 1999. Ms. Minudri reported a one day delay in the reopening of the Mission Branch with the ceremonial opening to be held on Saturday May 8, 1999. Ms. Minudri called attention to eight individual and one team recognition awards earned by library staff.

Public comment: An anonymous member of the public criticized the manner of presentation of the City Librarian's Report, questioned library statistics as presented, and complained concerning an art work installed at the Grove Street entrance.

In response to questions by Commissioners Higueras, Llorente, and Coulter, the City Librarian further explained database use statistics and those showing circulation declines. She further noted that during the closure of the Ortega Branch staff would be given other assignments.

LIBRARY SENIOR ADMINISTRATIVE STAFF REPORT

Library Director of Public Affairs, Ms. Marcia Schneider reported on the extensive festivities planned for the rededication of the Mission Branch. She provided copies of new guide map to the Main Library. Ms. Schneider discussed upcoming events scheduled for the Main Library in conjunction with the Kuriyama Book Prize and the beginning of a Spanish language book discussion group sponsored by the Library's International Center. A discussion of the book, Totem Salmon, focused on an effort to save the Pacific Northwest Salmon was highlighted. Ms. Schneider informed the Commission of an appearance by Gerald Haslam concluding the Zyzzva program.

Public comment: An anonymous member of the public spoke about the importance of language, quoting from a poem by Hopkins. Mr. Peter Warfield recalled the excitement generated by the opening of the Main Library, expressed hope that the re-opening of the Mission Branch would inspire similar excitement, and requested additional details concerning plans for the festivities.

Commissioner Coulter called attention to the great success of this year's Literary Laureate's dinner benefiting the Library.

Commissioner Chin rejoined that meeting at 6:57PM

MISSION BRANCH RENOVATION REPORT

Mr. Roger Wong, Department of Public Works presented his final report on the renovation of the Mission branch. Mr. Wong reported that the project was concluded within the budget and proposed to inform the Commission regarding plans for the disposition of any remaining funds left over after the completion of this renovation project.

President Llorente, Vice President Higueras, and Commissioner Chin commended Mr. Wong's cooperative efforts which made the project such as success.

Commissioner Streets left the meeting at 7:03PM.

PROP. E AND STRATEGIC GOALS PLANNING MEETINGS REPORT

City Librarian Regina Minudri discussed the role that the Commission is required to play in holding the Prop. E (Library Preservation Fund) hearings and briefly outlined some of the issues involved.

Public comment: Mr. Peter Warfield inquired as to why a new schedule of hearings was necessary.

The City Librarian noted that the City Attorney had indicated that a revised schedule of hearing was needed.

MOTION: By Commissioner Coulter, seconded by Vice President Higueras
That the Commission authorize the City Librarian to schedule Main and branch library Prop. E , (Library Preservation Fund) public hearings, making sure that the hearings are held in compliance with the provisions of Proposition E.

ACTION: APPROVED AYE 5-0 (Chin, Coulter, Higueras, Llorente, and Swig)

CHILDREN AND YOUTH PROGRAMS UPDATE

Chief of Children and Youth Services, Ms. Toni Bernardi reported to the Commission concerning children's and youth activities and programs at the Library. She began by inviting the members of the Commission to attend the 3rd Annual Effie Lee Morris Lecture featuring noted author, illustrator, and storyteller Ashley Bryan. It was noted that Mr. Bryan had designed the bookplate used in the Effie Lee Morris Historical Collection. Ms. Bernardi lauded the extensive support provided by the Friends and the Foundation of the San Francisco Public Library which makes summer reading possible. She also praised the dedication and hard work of children's librarians who develop the reading program. She also highlighted the extensive teen reading programs being offered. Summer reading programs titled "Thrills and Chills at the Library" during June 5-August 7, 1999 was described by Ms. Bernardi. Various incentives to participate and locations where 28 programs would be offered were described. The KIDPOWER program for 10 to 14 year olds was outlined as a first work volunteer program for these children. In addition to these programs each branch that is open will offer programs to supplement these programs. Ms. Bernardi reported on Teen '99 - Teen Summer Read "Not What You Did Last Summer" during the third year of this expanding program. A busy Summer reading season was anticipated.

Public comment: none offered.

President Llorente and Vice President Higueras commended the summer reading efforts.

POLICY ON RECORDING COMMISSION MEETINGS

The Commission Secretary reported on the suggested policy language and the City Librarian detailed the costs and staffing involved in producing video tape records of Commission meetings. Copies of video tapes would be available at the library's cost.

MOTION: by Commissioner Coulter, seconded by Vice President Higueras
It shall be the policy of the San Francisco Public Library Commission that Library Commission meetings be videotaped whenever feasible and that videotape recordings of Commission meetings be made available to members of the public on the same basis as audio-tape recordings of Library Commission meetings are currently available.

Public comment: Mr. Peter Warfield commented on aspects of the view of members of the public and the commissioners on the test video tapes and viewing difficulties created when the view shifts between the public and the Commissioners.

ACTION: APPROVED AYE 5-0 (Chin, Coulter, Higueras, Llorente, and Swig)

STATE LIBRARY LEGISLATION RESOLUTION

Deputy City Librarian, Ms. Susan Hildreth submitted for Commission approval a resolution calling for Library support of the California Library Association's (CLA) legislative agenda for improved library service for California. Ms. Hildreth described the various aspects of pending legislation and recommended Commission approval of proposals calling for full funding for the Public Library Fund, support for SB 3 (Rainey, Burton, Alpert) to create a $1 billion library construction bond act, and support for $10 million in funding for the Library of California.

In response to Commissioner Chin's question, Ms. Hildreth outlined the competitive process which would be used to distribute bond funds. She informed the Commissioners that Senator Burton, as an author, would likely serve on the panel which would distribute funds. The Commission was informed that the funding mix would be 65% state funded to 35% local funds. The City Librarian noted that local matching funds could be made available from city funds or through a local bond measure.

MOTION: by Commissioner Coulter, seconded by Commissioner Chin
That the San Francisco Public Library Commission support the California Library Association's (CLA) 1999 Legislative agenda and authorize the Commission President and the City Librarian to contact legislative representatives in support of this legislation.

Public comment: none offered

ACTION: APPROVED AYE 5-0 (Chin, Coulter, Higueras, Llorente, and Swig)

LABOR UNION REPORT: no report was offered.

NEW BUSINESS:. Commissioner Coulter, seconded by Commissioner Chin, proposed that the Commission hold special meeting as panel discussions on “big picture” issues facing the Library. He mentioned looking at Library affinity group activities as a series of topics, the newly merged Friends/Foundation, and how the library serves our diverse community. Commissioner Coulter suggested involving staff, the public, and experts in a expansive discussion of such issues. He also mentioned reconsidering use of designated spaces being assigned to writers as had been intended in the planning process for the Main Library. Commissioner Chin suggested that each Commissioner bring forth the issues at the library which concern them. President Llorente agreed that such an approach could be useful.

Public comment: An anonymous member of the public expressed difficulties in understanding what was proposed by Commissioner Coulter.

PUBLIC COMMENT: An anonymous member of the public offered advice to the new commissioner. Mr. Ed Regan requested that the Library offer expanded hours from 6AM to Midnight, seven days a week, suggested creation of pamphlet rooms in each branch, and creation of separate telephone access room with phone directories, staffed by phone company employees, be open 24 hours per day in every branch. Ms. Margie O’Driscoll, Executive Director of the Friends and Foundation of the San Francisco Public Library reported raising $385,000.00 for the Mission branch and the initial efforts to raise funds for the new Ocean View Branch. She further reported on additional funds provided for a number of Library programs. Ms. Rachel MacLachlan, Library Director of Security called the Commission’s attention to increased levels of incivility toward library staff members. Mr. Peter Warfield agreed with the inclusion of positive discussions on future agendas, urged better reporting of the Minutes, and noted that difficult issues with preservation of the collection and access to it should be also addressed.

ADJOURNMENT

MOTION: Commissioner Higueras, seconded by Commissioner Chin moved to adjourn the meeting in honor and memory of Sarah Magid, late Mother of Martin Magid of the Library for the Blind, Esther Joanna Bremer, late Mother of Branch Librarian Cathy Bremer, and Kevin Kelly, late brother of Greg Kelley of the San Francisco History Center.

Public comment: none offered

ACTION: APPROVED AYE 5-0 (Chin, Coulter, Higueras, Llorente, and Swig)
The meeting was declared adjourned at 8:01PM

Michael Housh, Library Commission Secretary 6/2/99

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

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THE ORIGINAL
James Chaffee, Editor

James Chaffee
235 Montgomery Street, Suite 1160
San Francisco, CA 94104
(415) 788-4256 Voice
(415) 788-4257 FAX

June 1, 1999

VIA HAND DELIVERY

Mr. Ernest H. Llorente
President of the San Francisco Library Commission
San Francisco Public Library
San Francisco, CA 94102

NOT APPROVED BY THE LIBRARY COMMISSION
NOT PART OF LIBRARY COMMISSION MINUTES

Dear Mr. Llorente::

Please place this letter and attached transcript in the minutes file, properly stamped as not approved by the commission, and available to the public..

I feel very strongly that future generations should have access to this example of the character of this commission.

Thank you for your attention to this request.

Respectfully yours,

James Chaffee

RECEIVE
JUN 01 1999
S F P L COMMISSI

cc: All Library Commissioners
City Attorney
Mayor Brown
Interested Citizens & Media

Testimony of Steve Coulter before the San Francisco Library Commission, under agenda item "New Business," May 4, 1999.

Mr. Coulter: *Mr. President. I have been thinking for some time, having been on the commission on and off for about 11 years now. The fun has left being on the Commission. It seems to me that we, through a variety of reason, we have become sort of captive to looking at only process issues and we have lost sight of the big picture and the excitement that it could be in being on the Library Commission.*

I can think of, you know, in the early years that I was on this Commission, you know: planning for the New Main Library; the bond issues; dealing with the branches; looking at the creation of the affinity groups. The, just a whole range of things. And I think of our commission meetings now, the things that bring me joy is listening to Marcia Schneider talk about all the great things we are doing, and Toni Bernardi tonight coming up and talking about all of the great children's programs. And other than that, you know, an hour and a half spending on the stupid lawsuit that, you know, I think the public would look at it and wonder, you know, this is not a great use of our time, because we ought to be looking at the big pictures.

And I would like to make a suggestion going forward that how we might basically retake control of this, so that we can really be in charge again. As I was looking at some of our materials on the system here. I was just looking at the mission statement, San Francisco Public Library system dedicated to free and equal access to information knowledge, independent learning for our diverse communities. That is what we ought to be talking about, and not worried about the anonymous citizens are adequately quoted in the minutes and all this other (expletive deleted). This doesn't really do anything for anybody. That we have become so focused on this, and lawsuits and other stuff.

I would like to propose that going forward, coming up with the new budget year, we are going to have on like affinity groups I know is interest to everybody I know who is on the commission. We are going to start having half time staff dealing whose and we have already got staff assigned to the Hormel Center and Wallace Stegner Center. I would like to see going forward, at every single commission meeting perhaps starting even with the next one, if we can do it. And start with where we already have existing staff, and then something like, we would have the staff person who is assigned, I would like the people from Marcia's group that are dealing with exhibits and events and special programming. I would love to hear from the Friends and the Foundation. I would like to hear from some members of the affinity groups out there, like a panel discussion coming in. At every meeting we would hear about one of these. And we would talk about what we are doing now and what our plans *are. Where would you like to be in five years? What are your dreams and ambitions? What do you need? What are you thinking about doing? How does it all come together as a great library so that we can do these wonderful things that are in our agenda, in our mission statement. So we could really get a sense of how we impact this diverse community in terms of access to information, knowledge independent learning, the joys of reading, all these great things, 'cause that is what the public really wants us to focus on and not hearing somebody talk about whether they are quoted right or not. We are too much into the process and too little, I think, on the broad strategic plan. And I would like to propose that we just go down a lot of these different groups, with folks like I was talking about, the Hormel Center and the Stegner Center, African American, the Chinese, the Filipino. We don't have a Hispanic center, per se, but I would love to hear from those people that buy Spanish language books, that do programming for this community. How it relates to the branches. A panel on that. Hearing from our library staff and people outside, from the community coming in talking to us. I would like to hear about the children's center and children's programming in general. The Hormel Center to me is not just what we do in this building, it is what you do in the branches and the Eureka Valley Branch. Children's center, not just in this building but in general, how we wholistically look at the children's community. I would like to see us do one on San Francisco History Center. We don't have an affinity group per se. But I would love to see some prominent historians come in and join with the staff and let's talk broadly about what our plans are. What are we doing around this? What are the Friends and Foundation doing? And I would suggest bringing them in as a panel because that way you can manage the process a whole lot better and we can spend a whole lot of time talking about this, then you go to your public comment.*

So those sort of folks. Another issue that I would like to bring up which came up, and Fran Streets and I talked about this a great extent at the literary laureates' dinner, and so we, I have her proxy that we ought to move in this direction, and she was sorry she could not be here to talk about it. Another thing that I would like to see us do which came up at our discussion at the literary laureates dinner was something that was intended for this library to do, but we have never really done it. On every floor almost there are little glass reading rooms and basically they are now used for students getting together. But that was not their original intention. The original intention was copying what New York Public Library had done which was reaching out to the literary community and basically giving them a place to do research when they are writing books or articles or what have you. So we were doing *a '90's version of that, which is sort of glass booths, what the architects and people came up with. And so, I tossed that out to the literary laureates that were in my section and there was a great deal of interest in this, that one way of bringing in sort of the literary community back into the library would be to reach out and use those for that purpose. And I know Marcia and I talked about it afterward. We were talking about going to New York Public and seeing what their policy was around this, and maybe we could do the same and then do an outreach to the famous and not famous, people who publish and people who want to publish and how can we bring them in to use the great resources of this library to start seeing the library as their intellectual home. And I think that is very, very important. And I think we should be doing that kind of thing. And I would like to see that on the agenda as soon as we could come up with that.*

So, going forward, I would like to see us do these kinds of things again and recapture I think the big picture initiative that we have lost for a whole variety of reasons that all the fight over the new main library and people were thinking we didn't hug books enough and we love computers too much and all that kind of stuff. We should be looking at the big picture and not get bogged down on all this minutia that we do. Which just makes us all angry and we just leave in huff and you wonder, why do I bother serving on the library commission. And the reason we feel that way right now is because we have lost sight of the big picture and I would suggest we exert ourselves, our prerogatives a commissioners and put these kinds of issues that we care passionately about and there may be a hundred other that we do, and put those on the table as a formal part of every meeting so we can excite our minds again and not deal, you know, with some of the stuff we did earlier.

So, I would like to propose that to this commission.

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L. BROWN, JR.

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SPECIAL NOTICE

THE REGULAR MEETING OF THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION

SCHEDULED TO BE HELD THURSDAY MAY 20, 1999 HAS BEEN

CANCELED

99-05-18A08:55 RCVD

DOCUMENTS DEPT.

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POSTED 5/17/99
Michael Housh, Commission Secretary

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TELEPHONE 415.557.4233

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION MEETING SCHEDULE - REVISED June 1,1999

L. BROWN, JR.

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First Tuesday of the Month, 5:30 PM

June 1, July 6, August 3, September 7, October 5, December 7

First Wednesday of the Month, 5:30 PM

November 3

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SAN FRANCISCO
PUBLIC LIBRARY

06-03-99P05:26 RCVD

The meeting in November will be held on the 1st Wednesday due to Municipal Elections being held on the 1st Tuesday.

M.Housh, Commission Secretary
6/2/99

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San Francisco Public Library

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NOTICE OF MEETING

The regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, June 1, 1999
TIME: 5:30 PM
PLACE: Koret Auditorium
Main Library, lower level

The meeting will be called to order
AGENDA:

1. **APPROVAL OF THE MINUTES**
Presentation of, discussion of, and possible action to approve the **ACTION** Minutes of the regular and special Commission meetings of May 4, 1999.

2. **CITY LIBRARIAN'S REPORT** by Deputy City Librarian Susan Hildreth
(This item is to allow the City Librarian to report on recent Library activities and make announcements)
This report will consist of : an update on the City Librarian's recovery, library statistics, a final Mission Branch renovation report, a progress report on the new Ocean View Branch, Kids Read to Kids program, Friends/Foundation '99/2000 grants to the library, American Library Association (ALA) Conference, and Main closure for Gay Pride Parade Activities in the Civic Center.

3. **LIBRARY SENIOR ADMINISTRATIVE STAFF REPORT**
(This item is to allow Library senior staff members to report on recent Library events and make announcements regarding upcoming events and community programs at the Main Library and branches)
A report by Marcia Schneider, Director of Public Affairs, on Library programs, events, and exhibitions during June 1999 and introduction of the new library image by Sumner Stone.

4. **REVISION OF COMMISSION MEETING SCHEDULE** **ACTION**
Presentation of , discussion of, and possible action to approve a revision of the Commission's 1999 schedule of meetings to provide for a formal Commission meeting to be held on the First Tuesday of each month, except in November the meeting will be held on the first Wednesday.

5. **LIBRARY PROP. E AND STRATEGIC GOALS AND PLANNING MEETINGS REPORT** by Deputy City Librarian Susan Hildreth.
Presentation ands discussion of the Proposition E (Library Preservation Fund) hearings on library hours and Library Strategic Planning.

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6. **FY '99-2000 BUDGET UPDATE REPORT**
By Library Finance Director George Nichols
Presentation and discussion of an update report on the status of the Library's FY M'99-2000 Budget.

7. **OBSERVING THE JULY 4TH HOLIDAY** **ACTION**
Presentation of, discussion of, and possible action to approve closing the library system on Sunday July 4th, 1999 in observance of Independence Day.

8. **LABOR UNION REPORT**
(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

9. **NEW BUSINESS**
(This item is to allow Commissioners to introduce new agenda items for consideration.)

10. **PUBLIC COMMENT**
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

11. **ADJOURNMENT** (requires motion and public comment) **ACTION**

5/25/99 - M.Housh, Commission Secretary

San Francisco Public Library

ACCESS, DISCOVER, EMPOWER

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Tuesday, June 1, 1999 (As approved Aug. 3, 1999)

The San Francisco Public Library Commission held a regular meeting on Tuesday, June 1, 1999 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:35PM by Vice President Higueras.

Vice President Higueras made a brief announcement concerning City Librarian Regina Minudri's medical condition and expressed the Commission's heartfelt wishes for her speedy recovery.

The following members were noted present: Vice President Higueras and Commissioners Coulter, Steiman, and Swig. President Ernie Llorente was noted excused attendance.

APPROVAL OF MINUTES of the special meeting of May 4, 1999.

MOTION: approval of the regular meeting Minutes of May 4, 1999 was moved by Commissioner Coulter, seconded by Commissioner Swig.

Public Comment: An anonymous member of the public questioned lack of details of the special meeting Minutes.

ACTION: APPROVED AYE 4-0 (Coulter, Higueras, Steiman, and Swig)

APPROVAL OF MINUTES of the regular meeting of May 4, 1999.

MOTION: approval of the regular meeting Minutes of May 4, 1999 as amended was moved by Commissioner Coulter, seconded by Commissioner Swig.

Public Comment: An anonymous member of the public challenged the accuracy of the the Minutes. Mr. Peter Warfield questioned the manner in which some of his comments were reported and opposed approval of the Minutes until his suggested revisions were accepted. Mr. Timothy Gillespie spoke neither in favor of nor against approval of the Minutes.

Commissioner Coulter suggested that the Minutes be amended to note favorable public comment made by Mr. Peter Warfield concerning his proposals for future Commission meeting agendas as reported under New Business. The Secretary accepted the proposed revision.

ACTION: APPROVED AYE 4-0 (Coulter, Higueras, Steiman, and Swig)

CITY LIBRARIAN'S REPORT

Deputy City Librarian Susan Hildreth reported additional details of Ms. Minudri's medical condition to the Commission and suggested that goodwill expression should be sent to the City Librarian through her Executive Assistant Ms. Dory Ehrlich. She also

Civic Center
San Francisco, California 94102
Telephone 415.557.4233

reported on the many successful activities at the newly reopened Mission Branch Library. The Deputy City Librarian outlined the likely schedule of construction work on the new Ocean View Branch through the Summer. She further commented on the extensive activities aimed at raising $250,000.00 for the Ocean View Branch by the Friends and Foundation. Ms. Hildreth updated the Commissioners concerning the widely publicized John O'Connor "Reading Wizard" 's inclusion into the Library's existing "KidPower" Summer reading programs. The Deputy City Librarian reported details of the Friends and Foundation's FY1999/2000 Grants to the Library totaling $220,425.00. Ms. Hildreth discussed library staff involvement in the upcoming American Library Association Annual meeting in New Orleans during June 26-29, 1999. Ms. Hildreth reminded the Commissioners that the Main Library would be closed on Sunday, June 27, 1999 during the Gay Pride Celebration in the Civic Center area. The Deputy City Librarian informed the Commission that she had just been informed that the Library had been selected as one of 25 American libraries to receive a special $500,000.00 grant from the Carnegie Corporation to fund a teen services "High School and Beyond" program serving both college bound and vocational oriented youth in our branch libraries next year.

Commissioner Streets joined the meeting at 5:48PM.

Public comment: An anonymous member of the public spoke concerning Ms. Minudri's illness and thoughts and issues arising from the John O'Connor "Reading Wizard" situation.

Commissioner Chin joined the meeting at 5:54PM.

Commissioner Steiman spoke about the positive role of Friends and Foundation grants to the Library. In response to a question by Commissioner Chin, Children's Services Director Toni Bernardi described the details of the Carnegie Grant funded programs. In response to Commissioner Steiman she discussed and commended Teen Advisory Council's significant contribution. Responding to Commissioner Streets and Vice President Higueras, Ms. Hildreth noted that Mr. Edgar Lopez of the Department of Public Works will begin providing the Commission with regular monthly reports on the New Ocean View Branch beginning in July and continue until the completion of project.

LIBRARY SENIOR ADMINISTRATIVE STAFF REPORT

Library Director of Public Affairs, Ms. Marcia Schneider reported on a Russian Book Plate exhibit in Special Collections . The 9th Biennial Exhibition of Pacific Center for the Book Arts Members Exhibition in the Skylight Gallery was described. She reported on a joint City Hall, Arts Commission, and Public Library exhibition of visually powerful World Press photographs. She described an upcoming Open Book Series, Writers at the Public Library event with Author Wally Lamb in conversation with Naomi Epple at the Main Library. Also award winning San Francisco author Dorothy Allison will be discussing her novel Cave Dweller. Ms. Schneider also informed the Commission of an upcoming Iranian/American women writer's panel. Ms. Schneider discussed Noe Valley

History Day festivities cosponsored with the East and West of Castro Street neighborhood association and the Friends of Noe Valley at the Noe Valley Branch Library on June 26. 1999. Ms. Schneider informed the Commission that Sumner Stone's presentation on a new library identity would be put over until the July meeting.

Public comment: Mr. Peter Warfield again suggested holding exhibits of library holdings and inquired regarding any books that would be purchased through Friends and Foundation grants. An anonymous member of the public expressed concern with the Library's proposed new image by renowned typeface designer Sumner Stone. Ms. Debra Doyle, Vice President of Friends and Foundation of the San Francisco Public Library clarified that that it is their self imposed rule that they do not contribute to book buying when making grants.

Vice President Higueras inquired about details of the process used in creating a new visual image. Ms. Schneider outlined the process to date. Vice President Higueras requested that Mr. Stone provide an extensive background presentation to be made to the Commission. Commissioner Steiman expressed her experience with and interest in the previous Library visual image In response to a question by Commissioner Streets, Ms. Schneider described some of the history and complexities involved designating the Library's visual image. Commissioner Chin emphasized the importance of Commission involvement in the selection process. Commissioner Coulter commented on his prior involvement with and the importance of taking additional comment before making a decision on choosing a final image. He also proposed consideration of having another "Prides and Joys" featuring treasures of the Library's collections as suggested in Mr. Warfield's comments.

REVISION OF THE 1999 COMMISSION MEETING SCHEDULE
The Commission Secretary recommended a revision in the Commission's regular meeting schedule to be one regular monthly meeting to take place on the first Tuesday of each month, except November due to Municipal Election Day. The Commission Secretary called attention to the significant additional time demands that the schedule of 27 individual Prop. E (Library Preservation Fund) and strategic planning hearings would impose on Commissioners. Additionally, the Secretary suggested that special meetings focused on a major topic as Commissioner Coulter had suggested during the New Business item of the May 4, 1999 Commission meeting could be scheduled.

Public comment: An anonymous member of the public decried the proposed change in the Commission meeting schedule. Mr. Timothy Gillespie opposed approval of the proposed new meeting schedule. Mr. Peter Warfield opposed the suggested revision of the Commission meeting schedule and urged adoption of a requirement for first and second readings of matters to be approved by the Library Commission.

The Commission debated various issues and concerns about how to make Commission meetings more useful and effective in guiding and overseeing the library's programs. Commissioner Streets approved of the suggested changes and highlighted her view that the Commission would better discharge its duties by focusing meetings on the two important roles assigned to the Commission under the revised (1996) City Charter: setting Library policy and approving the annual budget. Commissioner Coulter elaborated on his concepts about how to improve both regular and special meetings. Commissioner Steiman discussed flaws in previous meeting schedules. She recommended development of a schedule of vital issues that could be addressed in future special meetings. Commissioner Steiman noted that the Commission should be open to trying various approaches to make its work more effective. Commissioner Swig suggested giving the proposed schedule a try. Vice President Higueras expressed his view that having two scheduled meetings a month preserved an expected allocation of commissioners' time each month to address library business. Commissioners Streets and Chin expressed the importance in having meetings that addressed issues of significance.

MOTION: A revision of the Commission meeting schedule for 1999 was moved by Commissioner Streets, seconded by Commissioner Coulter.

> The revised schedule would be as follows: First Tuesday of the Month, 5:30 PM June 1, July 6, August 3, September 7, October 5, December 7 and in November, First Wednesday of the Month, 5:30 PM November 3

ACTION: APPROVED AYE 4 (Coulter, Steiman, Streets, and Swig)
NAY 2 (Chin, Higueras)

PROP. E AND STRATEGIC GOALS PLANNING MEETINGS REPORT

Deputy City Librarian Susan Hildreth discussed a revised proposal for the Prop. E (Library Preservation Fund) and strategic plan hearings and emphasized the vital role which the Commissioners had in these meetings. She reported completion of a branch survey and a random user/non-user phone survey for use at the branch hearings. Bayview, Chinatown, Ingleside, and Presidio Branch hearings were announced for June 15, 1999. Additional hearings were proposed for Main, Ortega, Park and Portola Branches for June 22, 1999. The meetings were proposed from 7 to 8PM with the first half devoted to Prop. E. issues and second half to address strategic planning matters. Mrs. Hildreth discussed various scheduling options for July and August to complete the required Prop. E (Library Preservation Fund) Hearings. Details of the public notice process for these hearings was outlined in response to a question by Commissioner Chin.

Public comment: An anonymous member of the public discussed the rescheduling of the hearings and the Library's response to lawsuits. Mr. Peter Warfield expressed a preference for the branch meeting to be held on different evenings so that patrons may comment at several branch meetings. In response to Vice President Higueras' questions Ms. Hildreth emphasized the critical importance of Commissioners' scheduling their participation in the remaining meetings, issues involved in disabled access, and projected a tentative schedule for completion of the meetings in August.

FY '99-2000 BUDGET UPDATE REPORT

Library Finance Director George Nichols thanked Commissioner Streets for her comments commending the hard work on the budget provided by the staff in the Finance Office. Mr. Nichols reported (copy attached) that the Library Budget submitted to the Board of Supervisors by Mayor Brown was $3.5 million greater than the current budget, although not all items requested by the Commission were approved by the Mayor's Budget Office. The Finance Director discussed various aspects of $1.1million General Fund subsidy marking a significant decrease in General Fund contributions to the Library Budget since 1998/99. Mr. Nichols discussed the addition of funds for a Tool Lending Library, a $208,000.00 increase in the book budget to $3,843,000.00, funds for roof repairs and deferred maintenance, equipment purchases to upgrade automation services, funds for fax machines in branch libraries, improvements to the computer training facilities, additional vehicles, a video camera for the Koret Auditorium, and software upgrades for computer systems. Details of upgrades for page positions, an archivist position, branch security gates, and fencing for Brooks Hall were reported. The Library Finance Director observed that this budget reflected significant improvements in library management and fiscal controls and that these changes would be of major benefit in linking real needs with an orderly basis for future budget planning.

Public comment: An anonymous member of the public commented critically on the Mayor's proposed funding for an archivist and Tool Lending Library. Mr. Peter Warfield expressed disappointment with funding for books and was critical of allocations for the Tool Lending Library, technology purchases, the reliability of Library Computer systems, and a lack of staff and patron training on use of technology. Retired Library staff member and current volunteer Jack Coll expressed disappointment with funding for books, the inadequacy of adult book collections, and opposed the Tool Lending Library. Mr. Timothy Gillespie criticized a previous Prop. E meeting, discussed the "Reading Wizard" controversy, suggested that the Tool Lending Library be funded by the Fuhrman Bequest, and decried the lack of Commission discussion of the Tool Lending Library.

Commissioner Steiman discussed her concern that under the new City Charter items could be added to the Library Budget without bringing the proposal before the Library Commission. She further discussed the importance of focusing attention on developing the Library's book collections. Deputy City Librarian Susan Hildreth outlined the process which led to inclusion of the Tool Lending Library and an archivist position. Ms. Hildreth noted that this is the Mayor's Budget Office's submission and it reflects their priorities. In response to Commissioner Streets' request Mr. Nichols described how this budget proposal. in accordance with Commission approved policies, was developed and how the two additional items were added and other requested items were not included. Commissioner Coulter requested that Mr. Nichols provide the Commission with a list of requested items not included in the Mayor's proposed budget, (copy attached). In answer to several Commissioners' questions, Mr. Nichols outlined the schedule of Board of Supervisors' meetings which will take comment on the proposed budget for presentation to the Board of Supervisors for final approval. In answer to Commissioners Coulter, Steiman, and Swig, the Deputy City Librarian further described and discussed details about the proposed Tool Lending Library. She further noted that library administration agreed with and strongly supported efforts to gain additional funds for the book budget. Commissioner Streets expressed "disappointment" with the less than requested book budget as proposed by the Mayor's Budget Office.

OBSERVING THE JULY 4TH HOLIDAY

Deputy City Librarian Susan Hildreth noted that current Library Holiday Closure Policy did not apply to the situation where, as on this 4th of July, a holiday fell on a Sunday. She requested that the Commission approve closure of the entire library system on July 4, 1999.

Public comment: none offered

MOTION: That the entire San Francisco Public Library system close on July 4th, 1999 in observance of Independence Day was moved by Commissioner Coulter, seconded by Commissioner Steiman.

ACTION: APPROVED AYE 6-0 (Chin, Coulter, Higueras, Steiman, Streets, and Swig)

LABOR UNION REPORT: no report was offered.

NEW BUSINESS:

Commissioner Steiman requested that a detailed discussion of collection development be scheduled for a future meeting.

Public comment: Mr. Peter Warfield supported Commissioner Steiman's request and suggested both a retrospective and prospective review of the collection.

PUBLIC COMMENT: Former Library Coordinator of Children's Services Effie Lee Morris commended the devotion and hard work provided by our children's librarians, congratulated Children's Services Chief Toni Bernardi on receipt of the Carnegie Corporation Award, thanked Ms. Linda Geistlinger, retiring head of the Children's Center, and Library Public Affairs Director Marcia Schneider and her staff for their support for the Library's "Effie Lee Morris" Lecture. She noted that this year's Morris Lecture featured famed writer, artist, African American storyteller, and lecturer Ashley Bryan, former head of Dartmouth University Art Department. Ms. Morris noted that Mr. Bryan had received an Honorary Doctorate from the University of San Francisco in conjunction with his visit in the city to give the E.L. Morris Lecture. An anonymous member of the public spoke concerning remarks included in a transcript of New Business comments offered by Commissioner Coulter at a previous meeting. Mr. Timothy Gillespie commented on changes in budget decision making under the New (1996) City Charter. Mr. Peter Warfield spoke concerning the City Librarian's condition and wished her a quick recovery, asked about availability of information concerning items not included in the Library's budget, and offered to demonstrate problems with library technologies to Commissioners.

ADJOURNMENT

MOTION: Commissioner Steiman, seconded by Commissioner Chin moved to adjourn the meeting

Public comment: none offered

ACTION: APPROVED AYE 6-0 (Chin, Coulter, Higueras, Steiman, Streets, and Swig)

The meeting was declared adjourned at 8:12 PM

Michael Housh, Library Commission Secretary 8/5/99

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

May 28, 1999

Mr. Ernest H. Llorente
President, Library Commission

Mr. Llorente,

Attached for your information and review is a detailed summary of the San Francisco Public Library's Fiscal Year 1999-2000 budget. As you know, we will present this budget during the next Commission meeting. The Library's budget, which is part of the Mayor's proposed budget for the City and County of San Francisco, totals $45.928 million and 599.07 FTE. This reflects an increase of $3.544 million (8.36 percent) and 24.42 FTE (4.25 percent) over current levels of expenditure and staffing. The changes in budget are summarized on the attached.

The budget increase is made possible by anticipated revenue growth in the Library Preservation Fund, an increase in the General Fund allocation required by Proposition E, and the provision of a supplemental allocation from the General Fund. The supplemental allocation – which totals $1.174 million – represents the amount of General Fund proposed for the Library that is over the amount mandated by Proposition E.

While this budget falls somewhat short of the budget proposal jointly developed by the Library Administration and the Library Commission, it does represent real growth in the level of funding and support provided the Library and addresses several of our most urgent needs. This is significant in that the Library is only one of a handful of city agencies funded by the General Fund that is receiving an augmentation beyond what is needed to meet baseline needs. Moreover, it reflects a considerable investment in, and commitment to, improving Library services by the Mayor.

It is our understanding that the Mayor will release the budget to the Board of Supervisors on June 1, 1999. Following release of the budget to the Board, it will be reviewed by the Budget Analyst's Office. The Analyst will present his comments and recommendations on the Library's budget to the Board's Finance and Labor Committee during a hearing that is scheduled on June 16, 1999. According to the schedule released by the Clerk of the Board, the Committee will present its recommendations to the full Board on July 5, 1999.

Although we will discuss this budget with the Commission in more detail during its next meeting, we want to briefly describe for you the major adjustments contained in this budget. They include:

- $1.110 million to annualize current year salary and benefit increases and to fund increases required in FY 1999-2000 by the MOUs between the City and the Unions.

- $445,000 and 9.47 FTE (Librarian I) to establish a pool of part-time-as-needed (PTAN) Librarians. This increase will provide the Library with back-up staff to keep branch libraries open when regular librarians are unable to work due to illness, vacation, or other reasons.

- $526,000 and 9.50 FTE to continue on a permanent basis, funding and staffing for the Library's Telephone Information Program (TIP). These positions, funded by grant funds that have expired, staff the Telephone Information Program which provides telephone information services to the community, the Information Services Desk in the atrium of the Main Library, and the "First Stop New Book Section" on the first floor of the Main.

- $330,000 and 2.5 positions (1.87 FTE) to establish a "Tool Lending Library". This new program provides the public with a practical and exciting service that will make available for loan, small tools needed for home and auto repair; and, for garden and landscape improvements.

- $49,000 and 1.0 position (0.75 FTE) to serve as an archivist for Mayoral documents and records. This position will serve as the keeper of important historical documents of the City's mayors – past, present, and future.

- $208,000 augmentation to the Books and Materials budget. This represents a 5.7 percent increase over base funds budgeted for the acquisition of books and materials (i.e., audio-visual material, magazines, and data base subscriptions) and will increase the budget from $3.635 million to $3.843 million. As in the past, the Library will continue to seek gift and grant funds to supplement monies appropriated for the purchase of books and other materials.

- $133,000 to convert thirty-six 15 hour/week library page positions to 20 hour/week library page positions. Conversion of these library page positions will increase operational efficiency through improved continuity of scheduling during operating hours and will be accomplished through attrition.

- $555,000 increase for equipment and technology improvements needed in the Branch and Main Libraries. This includes funds to upgrade the public's access to the online catalog, digitized collections, and the internet at six branch libraries, expansion of the Library's computer training center, acquisition and installation of equipment at the Main to improve access to online materials for the sight-impaired, installation of FAX machines in 18 branch libraries that do not have them, book security gates for two branch libraries, a mini-cargo van, a five passenger mini-van, a forklift, equipment for the Media Center and the Koret Auditorium, and a filing system to house confidential personnel records and documents.

- $250,000 to continue the Library's roof repair and replacement program. Funds have tentatively been earmarked for projects at Bernal, West Portal, and North Beach branch libraries.

- $240,000 to continue the Library's deferred maintenance program.

We look forward to discussing the proposed budget with you and your fellow Commissioners next Tuesday. In the interim, should have any questions please call me at (415) 557-4236 or Finance Director, George Nichols at (415) 557-4248.

Susan Hildreth

Susan Hildreth
Deputy City Librarian

Attachments

5/27/99

FY 1999-2000
MAYOR'S PROPOSED BUDGET

	FTE	Operating Budget	Total Budget
1998-99 Budgeted Expenditures (Appropriations)	574.65	$44,402,714	$44,402,714
Supplemental for Public Library Fund Augmentation	0.00	$481,000	$481,000
Total Appropriations	574.65	$44,883,714	$44,883,714
Less Funding for Construction of New Oceanview Library	0.00	-$2,500,000	$0
1998-99 Adjusted Appropriations	**574.65**	**$42,383,714**	**$44,883,714**
1999-2000 Proposed Budget (Mayor's Budget)	**599.07**	**$45,927,861**	**$45,927,861**
Change in Budget from FY 1998-99	**24.42**	**$3,544,147**	**$1,044,147**
Percentage Change	4.25%	8.36%	2.33%
Summary of Budget Changes			
Annualization (partial year positions, MOU increase, Step M Adjust.)	3.65	$477,529	$477,529
Employee Salary and Fringe Increases		$633,192	$633,192
PTAN Librarians	9.47	$444,925	$444,925
Conversion of 15 hr./week pages to 20 hr./week pages		$133,245	$133,245
Main Positions (TIP)	9.50	$526,265	$526,265
Tool Lending Library	1.87	$330,110	$330,110
Archivist (Librarian I)	0.75	$48,765	$48,765
Equipment (Various)		$554,808	$554,808
Book Budget Augmentation (5.7%)		$207,813	$207,813
Lease Purchase Adjustment		$390,000	$390,000
Workers Compensation Increase		$48,000	$48,000
Work Order Increases (DTIS/ISDN)		$48,838	$48,838
Brooks Hall Fence		$20,000	$20,000
Other Operating Budget Adjustments		$9,566	$9,566
Continuation of Roof Repair Funds & Deferred Maintenance		($490,000)	($490,000)
Ocean View Construction Funds			-$2,500,000
Mission Branch One-time funding		-$75,000	-$75,000
Fuhrman Trust Fund Expenditure Reduction		-$175,000	-$175,000
Reduction in MOCYF Budgeted Allocations	-0.82	-$78,909	-$78,909
Total Adjustments	**24.42**	**$3,544,147**	**$1,044,147**

PROPOSED BUDGET: FY 1999-2000

	Main (415032)	Branch (415035)	Techn Srvc (415033)	IRM (415237)	Pub.Affairs (415233)	Automation (415230)	Operations (415235)	Admin (415034)	MOCYF	Prop J	Fuhrman Fund	Total
Total FTE	178.30	189.65	46.54	8.13	10.18	15.14	64.21	22.14	6.00	58.78	0.00	599.07
Permanent	178.30	180.18	46.54	8.13	10.18	15.14	64.21	20.65	6.00	57.86	0.00	587.19
Temporary	0.00	9.47	0.00	0.00	0.00	0.00	0.00	1.49	0.00	0.92	0.00	11.88
Grant Funded	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Perm Salaries	$8,084,434	$8,246,689	$2,207,178	$472,373	$508,344	$785,417	$2,784,335	$1,253,894	$332,762	$3,059,551	$0	$27,714,977
Temp Salaries	$0	$444,925	$0	$0	$0	$0	$0	$70,000	$0	$43,104	$0	$558,029
Premium Pay	$222,618	$79,873	$25,108	$0	$0	$0	$0	$10,059	$0	$0	$0	$337,658
Overtime	$0	$0	$0	$0	$5,500	$0	$0	$29,789	$0	$0	$0	$35,269
Holiday Pay	$0	$0	$0	$0	$0	$0	$0	$2,097	$0	$0	$0	$2,097
Subtotal	$8,307,052	$8,771,487	$2,232,284	$472,373	$513,844	$785,417	$2,764,335	$1,365,819	$332,762	$3,102,655	$0	$28,648,028
Fringe Benefits	$1,876,368	$1,913,525	$545,853	$109,476	$123,848	$190,071	$729,103	$293,618	$79,225	$741,825	$0	$8,602,912
Total, Salary Budget	$10,183,420	$10,685,012	$2,778,137	$581,849	$637,692	$975,488	$3,493,438	$1,659,437	$411,987	$3,844,480	$0	$35,250,940
Travel	$0	$0	$0	$0	$0	$0	$0	$43,410	$0	$0	$0	$43,410
Training	$0	$0	$0	$0	$0	$0	$0	$113,880	$0	$0	$0	$113,880
Employee Field Expense	$0	$228	$0	$840	$0	$100	$8,110	$1,240	$0	$0	$0	$10,318
Entertainment & Promotion	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Membership Fees	$0	$0	$0	$0	$0	$0	$0	$77,800	$0	$0	$0	$77,800
Court Fees	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Professional & Spec. Srvcs	$4,200	$0	$127,000	$0	$9,200	$0	$4,000	$100,000	$0	$0	$0	$244,400
Maintenance Srvcs - Bldg	$0	$0	$0	$0	$0	$12,000	$108,000	$0	$0	$0	$0	$120,000
Maintenance Srvcs - Equip	$15,650	$7,850	$20,000	$0	$29,800	$256,982	$161,388	$0	$0	$42,154	$0	$533,824
Rents & Leases - Bldgs	$0	$137,774	$0	$0	$0	$0	$0	$0	$0	$0	$0	$137,774
Rents & Leases - Equip	$0	$0	$3,000	$0	$0	$0	$11,050	$23,800	$0	$0	$0	$37,850
Utilities	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Other Current Expenses	$38,000	$40,000	$91,000	$152,000	$10,000	$0	$100,413	$33,173	$0	$30,823	$0	$495,409
Materials & Supplies	$23,116	$140,000	$0	$0	$0	$0	$62,600	$0	$800	$0	$0	$226,516
Bldg & Construction Supplies	$0	$0	$0	$0	$2,000	$1,000	$218,728	$0	$0	$0	$0	$221,728
Equipment Maint Supplies	$0	$0	$1,500	$0	$5,000	$38,000	$0	$0	$0	$1,560	$0	$46,080
Hospital, Clinics and Labs	$0	$0	$0	$0	$0	$0	$5,000	$0	$0	$0	$0	$5,000
Safety	$0	$0	$0	$0	$0	$0	$12,900	$0	$0	$0	$0	$12,900
Fuels & Lubricants	$0	$0	$0	$0	$0	$0	$3,000	$0	$0	$0	$0	$3,000
Other Materials & Supplies	$90,193	$181,918	$103,635	$7,902	$17,500	$175,144	$104,400	$18,000	$11,200	$0	$0	$709,892
Books & Materials	*$0*	*$0*	*$0*	*$3,486,411*	*$0*	*$0*	*$0*	*$0*	*$0*	*$206,614*	*$150,000*	*$3,843,025*
Capital Projects	$0	$0	$0	$0	$0	$0	$0	$490,000	$0	$0	$0	$490,000
Equipment	$0	$88,500	$0	$8,572	$57,700	$1,571,415	$22,000	$15,000	$0	$0	$0	$1,761,187
Equip. Lease Purchase - Opt	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Equip Lease Purchase - City	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Srvcs of Other Depts.	$0	$0	$0	$0	$53,600	$343,525	$864,672	$272,251	$7,700	$1,400	$0	$1,543,148
Interdept'l Recovery	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Total, Non-Salary Budget	$171,159	$594,270	$346,135	$3,655,525	$184,800	$2,398,166	$1,686,261	$1,188,354	$19,700	$282,551	$150,000	$10,676,921
TOTAL	$10,354,579	$11,279,282	$3,124,272	$4,237,374	$822,492	$3,373,654	$5,179,699	$2,847,791	$431,887	$4,127,031	$150,000	$45,927,861
											Less MOCYF & Fuhrman Fund	$45,346,174

SAN FRANCISCO PUBLIC LIBRARY
PROPOSED BUDGET: FY 1999-2000

	Main	Branch	Techn Srvc	IRM	Public Affairs	Automation	Operations	Admin	MOCYF	Prop J	Fuhrman Fund	Total
Salaries	$8,307,052	$8,771,487	$2,232,284	$472,373	$513,844	$785,417	$2,764,335	$1,365,819	$332,782	$3,102,655	$0	$28,648,028
Fringe Benefits	$1,876,368	$1,913,525	$545,853	$109,478	$123,848	$190,071	$729,103	$293,618	$79,225	$741,825	$0	$6,602,912
Non-Personal Services	$57,850	$185,852	$241,000	$152,640	$49,000	$269,082	$392,961	$393,103	$0	$72,977	$0	$1,814,465
Materials & Supplies	$113,309	$321,918	$105,135	$7,902	$24,500	$214,144	$406,628	$18,000	$12,000	$1,560	$0	$1,225,096
Books & Materials	$0	$0	$0	$3,486,411	$0	$0	$0	$0	$0	$206,614	$150,000	$3,843,025
Equipment	$0	$86,500	$0	$8,572	$57,700	$1,571,415	$22,000	$15,000	$0	$0	$0	$1,761,187
Capital Projects	$0	$0	$0	$0	$0	$0	$0	$490,000	$0	$0	$0	$490,000
Services Other Departments	$0	$0	$0	$0	$53,800	$343,525	$864,672	$272,251	$7,700	$1,400	$0	$1,643,148
Total, Expenditures	$10,354,579	$11,279,282	$3,124,272	$4,237,374	$822,492	$3,373,654	$5,179,699	$2,847,791	$431,687	$4,127,031	$150,000	$45,927,861

Lib Preservation Fund	$17,504,408
General Fund	$27,841,766
MOCYF	$431,658
Fuhrman Trust Fund	$150,000
TOTAL	$45,927,832

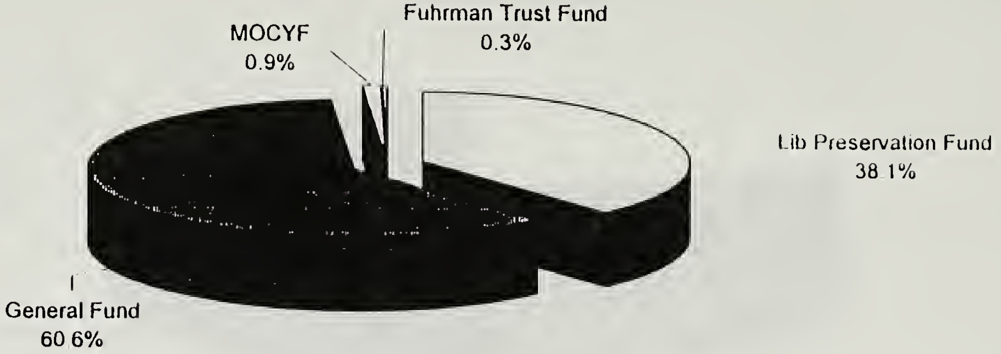
General Fund

GF Transfer	$22,004,986
Prop J (Childrens Bas	$4,127,031
Misc. Revenue	$786,321
State Grant (PLF)	$923,428
Total	$27,841,766

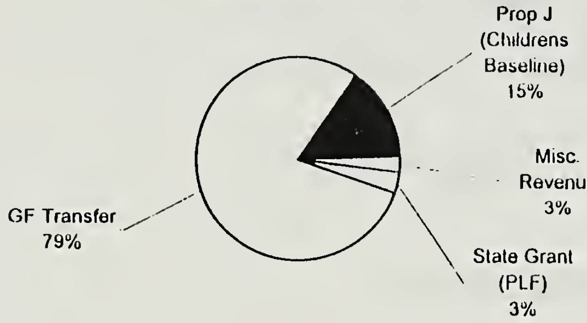
Library Preservation Fund

LPF Revenue	$16,558,100
LPF Fund Reserve	$946,308
Total	$17,504,408

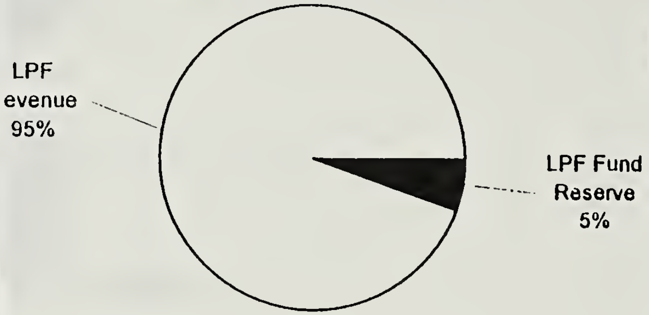
BUDGET BY SOURCE OF FUNDS



GENERAL FUND BY SOURCE



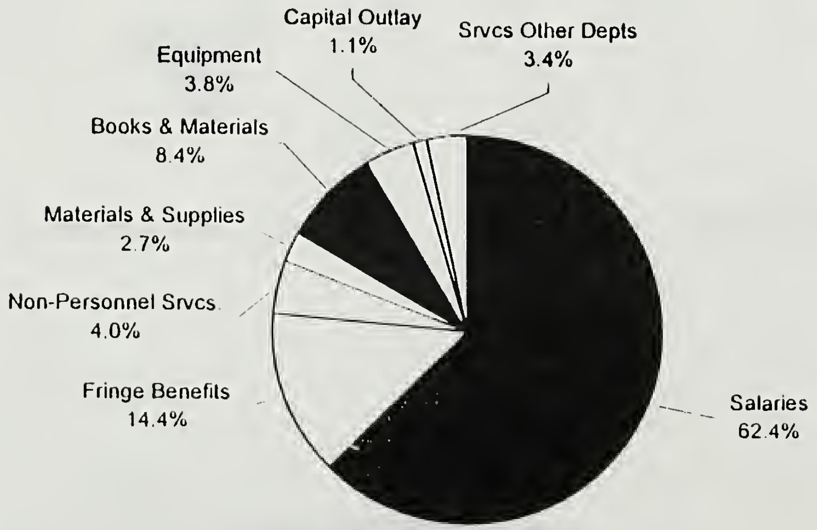
PROPOSITION E (LPF) BY SOURCE



SAN FRANCISCO PUBLIC LIBRARY
PROPOSED BUDGET: FY 1999-2000

Salaries	$28,648,028
Fringe Benefits	$6,602,912
Non-Personnel Srvcs.	$1,814,465
Materials & Supplies	$1,225,096
Books & Materials	$3,843,025
Equipment	$1,761,187
Capital Outlay	$490,000
Srvcs Other Depts	$1,543,148
	$45,927,861

CATEGORIES OF EXPENSE



5/27/9

SAN FRANCISCO PUBLIC LIBRARY
PROPOSED BUDGET: FY 1999 2000

CHART 5

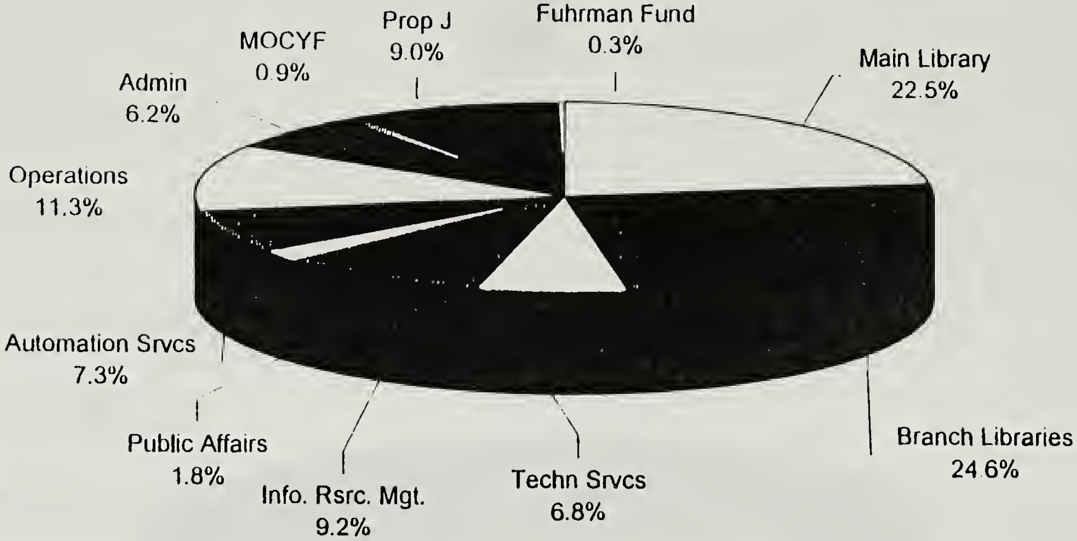
Main Library	$10,354,579
Branch Libraries	$11,279,282
Techn Srvcs	$3,124,272
Info. Rsrc. Mgt.	$4,237,374
Public Affairs	$822,492
Automation Srvcs	$3,373,654
Operations	$5,179,699
Admin	$2,847,791
MOCYF	$431,687
Prop J	$4,127,031
Fuhrman Fund	$150,000
Total	$45,927,861

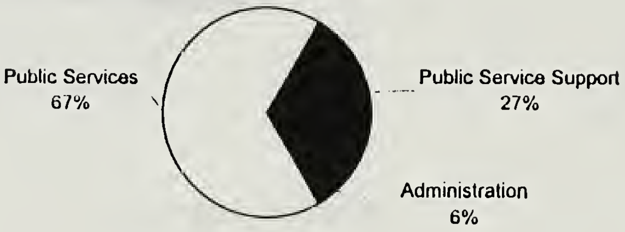
Public Services	$30,579,953
Public Service Support	$12,500,117
Administration	$2,847,791
Total	$45,927,861

Public Services
- Main
- Branch
- Information Resrce Mgt
- Proposition J
- MOCYF

Public Service Support
- Technical Services
- Automation Services
- Operations
- Public Affairs

Administration
- City Librarian's Office
- Finance Office
- Human Resources Office


BUDGET BY PROGRAM


PERCENT OF BUDGET

5/27/9

SAN FRANCISCO PUBLIC LIBRARY
PROPOSED BUDGET: FY 1999-2000

CHART 6

Main	178.30
Branch	189.65
Techn Srvc	46.54
IRM	8.13
Public Affairs	10.18
Automation	15.14
Operations	64.21
Admin	22.14
MOCYF	6.00
Prop J	58.78
Total	599.07

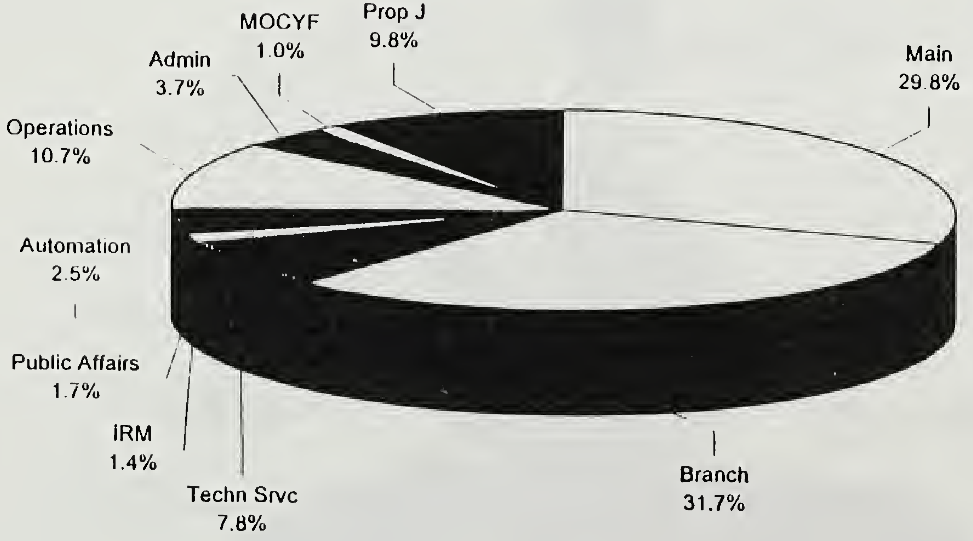
Public Service	440.86
Public Service Support	136.07
Administration	22.14
Total	599.07

Public Services
- Main
- Branch
- Information Resrce Mgt.
- Proposition J
- MOCYF

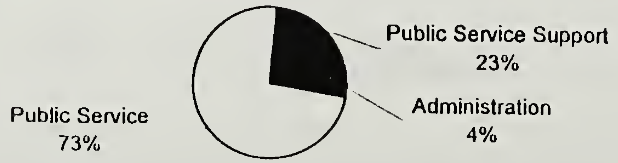
Public Service Support
- Technical Services
- Automation Services
- Operations
- Public Affairs

Administration
- City Librarian's Office
- Finance Office
- Human Resources Office

FTE BY PROGRAM



Percent of FTE

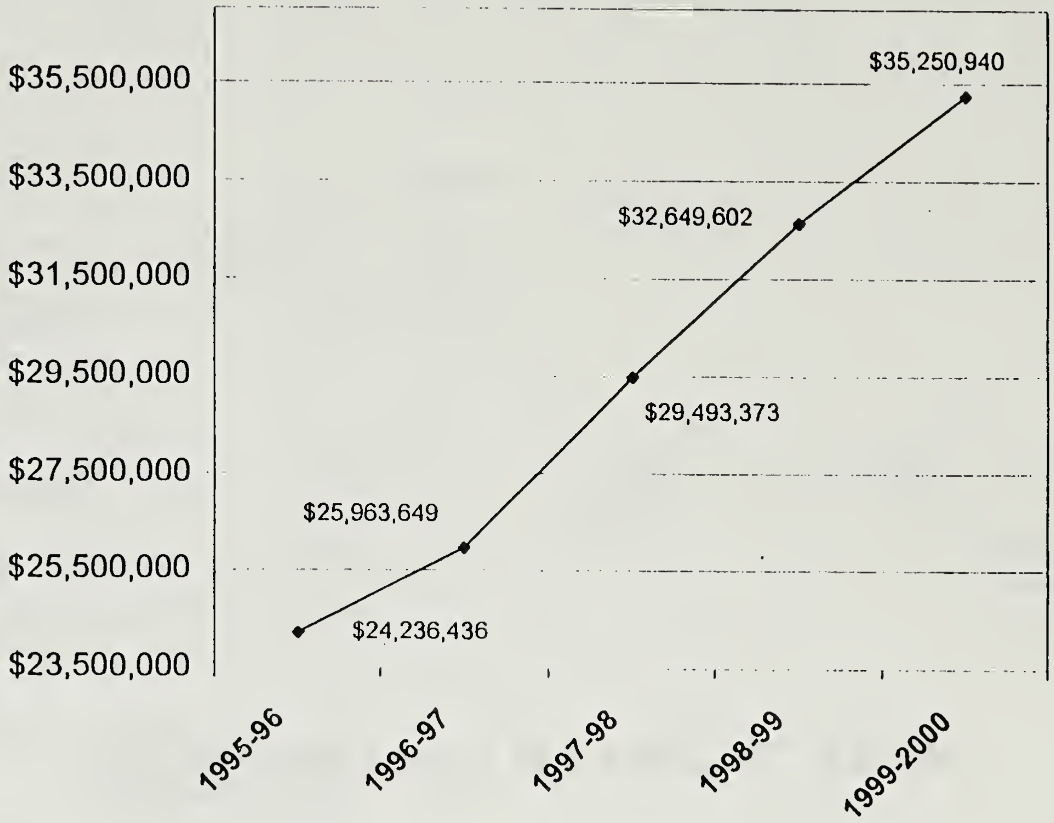


1995-96	$24,236,436
1996-97	$25,963,649
1997-98	$29,493,373
1998-99	$32,649,602
1999-2000	$35,250,940

% Change from FY 1995-96

1995-96	---
1996-97	7.13%
1997-98	21 69%
1998-99	34.71%
1999-2000	45 45%

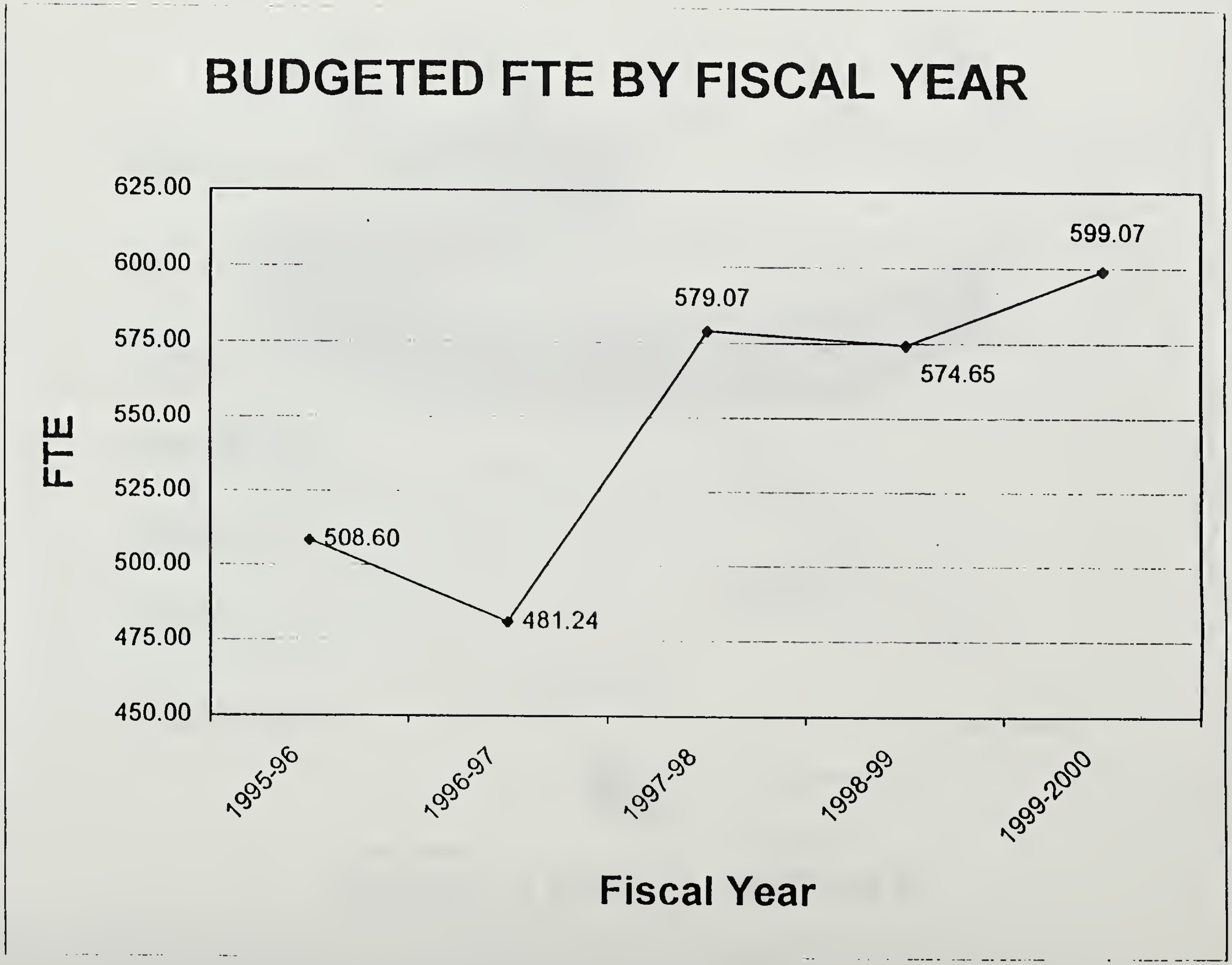
SALARY & FRINGE BENEFITS



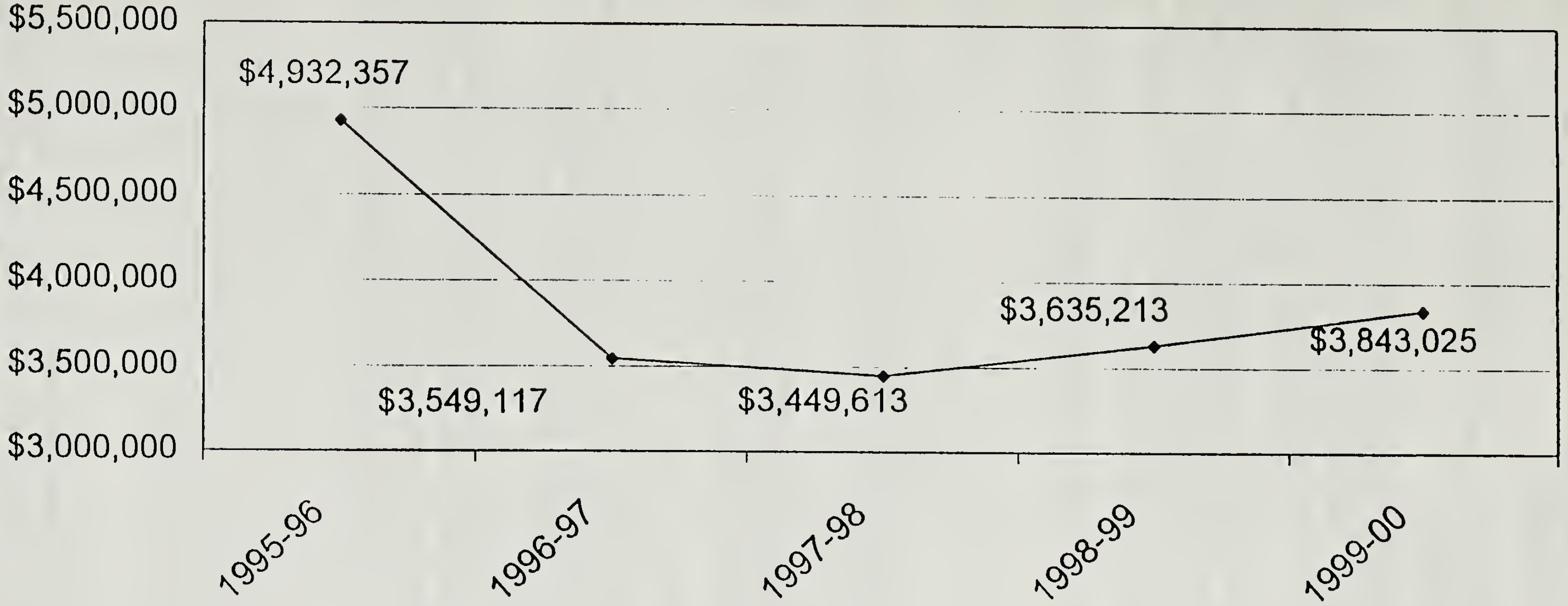
1995-96	508.60
1996-97	481.24
1997-98	579.07
1998-99	574.65
1999-2000	599.07

% Change from FY 1995-96

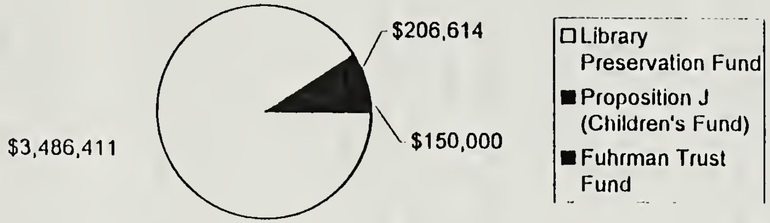
1995-96	---
1996-97	-5.38%
1997-98	13.86%
1998-99	12.99%
1999-2000	17.79%



BOOKS & MATERIALS
TOTAL, ALL FUNDS



FY 1999-2000 Book Budget by Source



Items not funded in this budget: ($1.101 million and 9.01 FTE).

1) $382,187 to increase the books and material budget (IRMO/Technical Services).

2) $41,000 to hire an additional security officer to service the branch libraries. Current staffing is inadequate to meet security needs at the branches (Operations).

3) $268,972 and 4.0 positions (3.0 FTE) to improve public access to the collection and to enhance the library's management of the collection. This includes:

   a) 1.5 positions (1.13 FTE) and $181,824 in Technical Services to assess, inventory, and catalog archival and other materials gifted to the Library that are not currently accessible through computerized cataloging records and not available for public use. Positions are 0.5 Librarian I, 1.0 Librarian Technical Assistant I.

   b) 1.5 positions (1.12 FTE) and $37,349 to facilitate the retrieval of books and other materials shelved in Brooks Hall that are not currently available to the public; and to implement a program for the re-use of Library books and materials culled from the collection that meets the "public benefit" requirements stated in the City Charter. Positions consist of 1.5 Library Page positions.

   c) (.75 FTE) and $49,799 to serve as a supervisor for shelvers in the Main Library. Position is a Librarian Technical Assistant II.

4) $110,935 and 2.0 positions (1.5 FTE) in Automation. Includes:

   a) 1.0 position (0.75 FTE) IS Administrator to coordinate efforts to improve, implement, and support an assistive technology program throughout the system.

   b) 1.0 position (0.75 FTE) MIS Supervising Technician to manage the day to day operations of the computer room. This would allow the MIS Manager who currently supervises the computer room to assist in the overall planning, development, and operation of the central system and its functions.

5) $72,103 and 1.5 positions (1.04 FTE) in Public Affairs. Includes 1.0 Graphic Artist position (.75 FTE) to design clear, attractive, ADA compliant signage throughout the system and to develop brochures, flyers, maps, and other materials used by the public; and, 0.38 Library Page position (0.29 FTE) to support the public exhibitions program. Also icnludes overtime funds, equipment maintenance funds, and supply funds.

6) $82,000 for 2.0 general laborer positions (1.67 FTE). These positions are needed to support public programming activities at the Main and Branch Libraries (setup of exhibits and displays), to move materials between Brooks Hall and the Main Library, and to move and set-up materials delivered to the Main and Branch Libraries. This work is currently performed by redirecting stationary engineers or custodial staff away from their normal duties and responsibilities.

7) $144,000 for 1.8 positions in the Finance Office. These positions would have replaced 1.8 temporary positions that currently work in the Finance Office. The positions are needed to maintain staffing at current levels and to ensure continued improvement in the management of the Library's finances. Positions are 1.0 Principal Administrative Analyst and 0.80 Jr. Administrative Analyst.

8) $97,000 for 2 positions (1.58 FTE) for the Human Resources Office. The positions – 1.0 Senior Clerk Typist and 1.0 Personnel Technician – were requested to handle workload increases resulting from changes in collective bargaining processes, the administration of the Americans with Disability Act and the Family Medical Leave Program, and the decentralization of the examination process. The Library has assumed responsibility and workload formerly managed by the Department of Human Resources and the Controller's Office.

San Francisco Public Library
ACCESS, DISCOVER, EMPOWER

NOTICE OF MEETING

The regular meeting of the San Francisco Public Library Commission will be held as follows:

/99

llie L. Brown, Jr.
yor

nest H. Llorente
sident

arles A. Higueras, A.I.A.
e President

nnie K. Chin
ven A. Coulter
rol Steiman
an A. Streets
rian Weltman Swig
nmissioners

gina Minudri
y Librarian
ity Li
el Housh
nmission Secretary

DATE: Tuesday, July 6, 1999
TIME: 5:30 PM
PLACE: Koret Auditorium
Main Library, lower level

DOCUMENTS DEPT.
JUN 25 1999
SAN FRANCISCO
PUBLIC LIBRARY
06-25-99A10:59 RCVD

The meeting will be called to order

AGENDA:

1. APPROVAL OF THE MINUTES
   Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of June 1, 1999. **ACTION**

2. CITY LIBRARIAN'S REPORT by Deputy City Librarian Susan Hildreth
   (This item is to allow the City Librarian to report on recent Library activities and make announcements)
   This report will consist of : An American Library Association (ALA) meeting update. Main re-carpeting update, and a branch maintenance and repairs report.

3. LIBRARY SENIOR ADMINISTRATIVE STAFF REPORT
   (This item is to allow Library senior staff members to report on recent Library events and make announcements regarding upcoming events and community programs at the Main Library and branches)
   A report by Marcia Schneider, Director of Public Affairs, upcoming Library programs, events, and exhibitions during July 1999.

4. OCEAN VIEW CONSTRUCTION REPORT
   by Mr. Edgar Lopez, Department of Public Works
   A status report on and discussion of the construction of the new Ocean View Branch Library.

5. NEW LIBRARY IMAGE
   Presentation and discussion of report by Mr. Sumner Stone on a proposed new library image

Civic Center
San Francisco, California 94102
Telephone 415.557.4233

6. **LIBRARY PROP. E AND STRATEGIC GOALS AND PLANNING MEETINGS REPORT** by Deputy City Librarian Susan Hildreth. Presentation and discussion of an update on the mandated Proposition E (Library Preservation Fund) hearings on library hours and library strategic planning.

7. **FY '99-2000 BUDGET UPDATE REPORT**
By Library Finance Director George Nichols
Presentation and discussion of an update report on the Library's FY '99-2000 Budget.

8. **LABOR UNION REPORT**
(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

9. **NEW BUSINESS**
(This item is to allow Commissioners to introduce new agenda items for consideration.)

10. **PUBLIC COMMENT**
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

11. **ADJOURNMENT** (requires motion and public comment) **ACTION**

6/24/99 - M.Housh, Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

6

6/99
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ILLIE L. BROWN, JR.
ayor

RNEST H. LLORENTE
esident

HARLES A. HIGUERAS, A.I.A.
ice President

ONNIE K. CHIN
TEVEN A. COULTER
AROL STEIMAN
RAN A. STREETS
ARIAN WELTMAN SWIG
ommissioners

EGINA MINUDRI
ty Librarian

ICHAEL HOUSH
ommission Secretary

NOTICE OF MEETING

The regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Tuesday, July 6, 1999**
TIME: **5:30 PM**
PLACE: **Koret Auditorium**
Main Library, lower level

DOCUMENTS DEPT.
JUN 25 1999
SAN FRANCISCO
PUBLIC LIBRARY
06-25-99P04:03 RCVD

The meeting will be called to order

AGENDA:

1. **APPROVAL OF THE MINUTES**
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of June 1, 1999. **ACTION**

2. **CITY LIBRARIAN'S REPORT** by Deputy City Librarian Susan Hildreth
(This item is to allow the City Librarian to report on recent Library activities and make announcements)
This report will consist of : An American Library Association (ALA) meeting update. Main re-carpeting update, and a branch maintenance and repairs report.

3. **LIBRARY SENIOR ADMINISTRATIVE STAFF REPORT**
(This item is to allow Library senior staff members to report on recent Library events and make announcements regarding upcoming events and community programs at the Main Library and branches)
A report by Marcia Schneider, Director of Public Affairs, upcoming Library programs, events, and exhibitions during July 1999.

4. **NEW LIBRARY IMAGE** **ACTION**
Presentation of, discussion of, and action to approve proposed new library image created by Mr. Sumner Stone.

5. **OCEAN VIEW CONSTRUCTION REPORT**
by Mr. Edgar Lopez, Department of Public Works
A status report on and discussion of the construction of the new Ocean View Branch Library.

6. **LIBRARY PROP. E AND STRATEGIC GOALS AND PLANNING MEETINGS REPORT** by Deputy City Librarian Susan Hildreth.
Presentation and discussion of an update on the mandated Proposition E (Library Preservation Fund) hearings on library hours and library strategic planning.

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By Library Finance Director George Nichols
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11. **ADJOURNMENT** (requires motion and public comment) **ACTION**

6/25/99 - M.Housh, Commission Secretary

Summary Results: San Francisco Public Library Resident Survey

In response to the requirements of Proposition E in 1994, a telephone survey of five hundred random San Francisco residents was conducted between May 15 and May 19, 1999. The purpose of this survey was to determine San Francisco residents' preferences for hours, materials and services provided by San Francisco's public libraries. Random digit dialing sampling methodology was used to ensure a random sampling of all San Francisco residents. The survey was conducted by David Binder Research of San Francisco, and was similar to a resident survey conducted in July of 1994. The margin of error for this survey is 4.4%.

Following are the summary findings of this survey:

1. In a change from 1994, San Francisco residents by far believe **it is more important to increase the selection of books and materials than to increase hours**. 71% of respondents said that increasing books and materials was more important than increasing hours. Moreover, 71% of respondents agreed with the statement that the library "Is open when you need it," compared to just 53% who stated similarly in 1994.

2. When asked what hours of operation they would prefer from their library, respondents most often cited **weekday evenings and Saturday afternoons**. 73% of respondents prefer a weekday evening to a weekday morning (22%). When asked to choose between a Saturday morning and afternoon, the margin was more narrow with 53% choosing afternoon, while 41% prefer a Saturday morning.

3. Among a list of eight library strategic plan priorities, respondents gave precedence to four (i.e. about 75% or more rated them as absolutely critical or very important): **materials and services that promote learning for all ages, materials and services for youth, computers that are easy to use in all branches,** and **materials and services that help people be successfully employed.** About two of three respondents felt it critical or very important to provide **information about community services and resources** and **materials and services that highlight the diverse cultural heritages in our city**. About one in two respondents felt it critical or very important that the libraries provide materials and services **that are accessible in all formats and languages** and **for small business and individual entrepreneurs**.

4. San Francisco residents are very positive about many aspects of the library. Over 80% of respondents agree that the library is safe; is in a clean, attractive building; has friendly and courteous staff; and provides answers to your questions. Only two attributes showed significant dissatisfaction. 22% of respondents disagreed that the library "has a wide selection of books," and 22% disagreed that the library "has computers available when you need them."

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meeting Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level,Koret Auditorium. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

M. Housh 10/17/97

SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

SPECIAL NOTICE

THE REGULAR MEETING OF THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION

SCHEDULED TO BE HELD TUESDAY JULY 6, 1999 HAS BEEN

CANCELED

illie L. Brown, Jr.
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nest H. Llorente
esident

iarles A. Higueras, A.I.A.
ce President

nnie K. Chin
even A. Coulter
arol Steiman
ian A. Streets
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mmissioners

egina Minudri
ty Librarian

ichael Housh
mmission Secretary

POSTED 6/6/99
Michael Housh, Commission Secretary

SEAL OF THE CITY AND COUNTY OF SAN FRANCISCO

Civic Center
San Francisco, California 94102
Telephone 415.557.4233

SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

'15/99
special

'ILLIE L. BROWN, JR.
ayor

RNEST H. LLORENTE
'esident

HARLES A. HIGUERAS, A.I.A.
ice President

ONNIE K. CHIN
TEVEN A. COULTER
AROL STEIMAN
RAN A. STREETS
'ARIAN WELTMAN SWIG
ommissioners

EGINA MINUDRI
ity Librarian

ICHAEL HOUSH
ommission Secretary

NOTICE OF MEETING

A special meeting called by the President of the San Francisco Public Library Commission will be held as follows:

DOCUMENTS DEPT.
JUL 09 1999
SAN FRANCISCO
PUBLIC LIBRARY
07-09-99P01:54 RCVD

DATE: Thursday, July 15, 1999
TIME: 5:30 PM
PLACE: Koret Auditorium
Main Library, lower level

The special meeting will be called to order

AGENDA:

1. **APPROVAL OF THE MINUTES**
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of June 1, 1999. **ACTION**

2. **CITY LIBRARIAN'S REPORT** by Deputy City Librarian Susan Hildreth
(This item is to allow the City Librarian to report on recent Library activities and make announcements)
This report will include but is not limited to: An American Library Association (ALA) meeting update, Main re-carpeting update, upcoming exhibits and events, and a branch maintenance and repairs report.

3. **OCEAN VIEW CONSTRUCTION REPORT**
by Mr. Edgar Lopez, Department of Public Works
A status report on and discussion of the construction of the new Ocean View Branch Library.

4. **FRIENDS AND FOUNDATION UPDATE REPORT**
Presentation and discussion of current activities and possible future contributions by the newly merged Friends and Foundation of the San Francisco Public Library.

5. **LIBRARY PROP. E AND STRATEGIC GOALS AND PLANNING MEETINGS REPORT** by Deputy City Librarian Susan Hildreth.
Presentation and discussion of an update on the mandated Proposition E (Library Preservation Fund) hearings on library hours and library strategic planning meetings.

6. **FY '99-2000 BUDGET UPDATE REPORT**
By Library Finance Director George Nichols
Presentation and discussion of an update report on the Library's FY '99-2000 Budget.

7. LABOR UNION REPORT

(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

8. NEW BUSINESS

(This item is to allow Commissioners to introduce new agenda items for consideration.)

9. PUBLIC COMMENT

(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

10. ADJOURNMENT (requires motion and public comment) ACTION

7/8/99 - M.Housh, Commission Secretary

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M. Housh 10/17/97

City and County of San Francisco

Willie Lewis Brown, Jr., Mayor
Mark A. Primeau, AIA, Director

(415) 557-4700
FAX (415) 557-4701
http://www.sfdpw.com

Department of Public Work
Bureau of Architecture
30 Van Ness Avenue, Suite 4100
San Francisco, CA 94102-6020

Tara D. Lamont, AIA, Bureau Manager

OCEAN VIEW BRANCH LIBRARY

MONTHLY REPORT (March – June 1999)

General Contractor:	Pacific Engineering Builders Inc.
Start Date:	March 29, 1999
Original contract time:	365 calendar days
Extension granted:	0
Original completion date:	March 28, 2000
Revised completion date:	March 28, 2000
Anticipated completion date:	March 28, 2000
Contract amount:	$ 1,259,177
Approved Change Orders:	$ 3,000
Percentage of completion as June 30	25%

Construction Progress/Issues

- Foundations and basement concrete work completed.
- Form work for concrete shear walls and First floor slab in-progress.

Construction Schedule

- Work is on schedule and projected to be complete within the contract time allowance.
- Work to be performed within the next two weeks includes:
  Form work and rebar for first floor concrete slab;
  Underground utilities;
  Exterior concrete block walls.

Construction Budget

As of June 30, the total amount of approved Change Orders is $ 3,000. The following is a summary of the Change Orders:

Change Order No. 1: $ 3,000

- Modifications to site grading due to unforeseen condition involving adjacent properties.

San Francisco Public Library

ACCESS, DISCOVER, EMPOWER

SF
P76
#1
7/15/99
Special
Cancelled

LLIE L. BROWN, JR.
yor

NEST H. LLORENTE
sident

ARLES A. HIGUERAS, A.I.A.
e President

NNIE K. CHIN
EVEN A. COULTER
ROL STEIMAN
AN A. STREETS
RIAN WELTMAN SWIG
mmissioners

A MINUDRI
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CHAEL HOUSH
mmission Secretary

SPECIAL NOTICE

THE SPECIAL MEETING OF THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION

SCHEDULED TO BE HELD THURSDAY JULY 15, 1999 HAS BEEN

CANCELED

DOCUMENTS DEPT.

JUL 14 1999

SAN FRANCISCO
PUBLIC LIBRARY

07-14-99P04:31 RCVD

POSTED 7/14/99
Michael Housh, Commission Secretary

Civic Center
San Francisco, California 94102

San Francisco Public Library

ACCESS, DISCOVER, EMPOWER

NOTICE OF MEETING

The regular meeting of the San Francisco Public Library Commission will be held as follows:

/99

lie L. Brown, Jr.
vor

est H. Llorente
sident

arles A. Higueras, A.I.A.
e President

nnie K. Chin
ven A. Coulter
rol Steiman
an A. Streets
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nmissioners

gina Minudri
y Librarian

chael Housh
mmission Secretary

DATE: **Tuesday, August 3, 1999**
TIME: **5:30 PM**
PLACE: **Koret Auditorium**
Main Library, lower level

1st Copy Posted 7/23/99

DOCUMENTS DEPT.
JUL 26 1999
SAN FRANCISCO
PUBLIC LIBRARY
07-26-99A09:14 RCVD

The meeting will be called to order

AGENDA:

1. **APPROVAL OF THE MINUTES**
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of June 1, 1999. **ACTION**

2. **CITY LIBRARIAN'S REPORT** by Deputy City Librarian Susan Hildreth
(This item is to allow the City Librarian to report on recent Library activities and make announcements)
This report will consist of : An American Library Association (ALA) meeting update, Main re-carpeting update, revisions in branch library cash management practices, Library statistics, and a branch maintenance and repairs report.

3. **LIBRARY SENIOR ADMINISTRATIVE STAFF REPORT**
(This item is to allow Library senior staff members to report on recent Library events and make announcements regarding upcoming events and community programs at the Main Library and branches)
A report by Marcia Schneider, Director of Public Affairs, on Library programs, upcoming events, and exhibitions during August 1999.

4. **OCEAN VIEW CONSTRUCTION REPORT**
by Mr. Edgar Lopez, Department of Public Works
A status report on and discussion of the construction of the new Ocean View Branch Library.

5. **POST OCCUPANCY EVALUATION REPORT**
By Ms. Cynthia Ripley and the evaluation team
Presentation and discussion of a preliminary report on the findings of the Post Occupancy Evaluation (POE) of the Main Library.

6. **FRIENDS AND FOUNDATION UPDATE REPORT**
Presentation on and discussion of current activities and possible future contributions by the newly merged Friends and Foundation of the San Francisco Public Library.

7. **MISSION BRANCH GARDEN DESIGN** **ACTION**
Presentation of, discussion of, and possible action to approve a proposed design for a garden adjoining the Children's area of the Mission Branch Library.

8. **LIBRARY PROP. E AND STRATEGIC GOALS AND PLANNING MEETINGS REPORT** by Deputy City Librarian Susan Hildreth.
Presentation on and discussion of the mandated Proposition E (Library Preservation Fund) hearings on library hours and library strategic planning.

9. **FY '99-2000 BUDGET UPDATE REPORT**
By Library Finance Director George Nichols
Presentation and discussion of an update report on the Library's FY '99-2000 Budget.

10. **AFFIRMATIVE ACTION POLICY** **ACTION**
Presentation of, discussion of, and possible action to approve an affirmative action in employment and promotion policy for the Library.

11. **LABOR UNION REPORT**
(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

12. **NEW BUSINESS**
(This item is to allow Commissioners to introduce new agenda items for consideration.)

13. **PUBLIC COMMENT**
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

14. **ADJOURNMENT** (requires motion and public comment) **ACTION**

7/22/99 - M.Housh, Commission Secretary

San Francisco Public Library

ACCESS, DISCOVER, EMPOWER

DOCUMENTS DEPT.
JUL 29 1999
SAN FRANCISCO
PUBLIC LIBRARY
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NOTICE OF MEETING - REVISED AGENDA 7/28/99

The regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Tuesday, August 3, 1999**
TIME: **5:30 PM**
PLACE: **Koret Auditorium**
Main Library, lower level

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sed & Addendum

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egina Minudri
Librarian

ichael Housh
ommission Secretary

The meeting will be called to order

AGENDA:

1. APPROVAL OF THE MINUTES
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of June 1. 1999. ACTION

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by Mr. Edgar Lopez, Department of Public Works
A status report on and discussion of the construction of the new Ocean View Branch Library.

5. POST OCCUPANCY EVALUATION REPORT
By Ms. Cynthia Ripley and the evaluation team
Presentation and discussion of a preliminary report on the findings of the Post Occupancy Evaluation (POE) of the Main Library.

6. **FRIENDS AND FOUNDATION UPDATE REPORT**
Presentation on and discussion of current activities and possible future contributions by the newly merged Friends and Foundation of the San Francisco Public Library.

7. **MISSION BRANCH GARDEN DESIGN** **ACTION**
Presentation of, discussion of, and possible action to approve a proposed design for a garden adjoining the Children's area of the Mission Branch Library.

8. **LIBRARY PROP. E AND STRATEGIC GOALS AND PLANNING MEETINGS REPORT** by Deputy City Librarian Susan Hildreth.
Presentation on and discussion of the mandated Proposition E (Library Preservation Fund) hearings on library hours and library strategic planning.

9. **FY '99-2000 BUDGET UPDATE REPORT**
By Library Finance Director George Nichols
Presentation and discussion of an update report on the Library's FY '99-2000 Budget.

9a. **SUPPLEMENTAL APPROPRIATION - STATE FUNDS** **ACTION**
Presentation of, discussion of, and possible action to approve a supplemental appropriation for submission to the Board of Supervisors and the Mayor for their approval to accept and expend $133,000.00 in California State Library funds.

10. **AFFIRMATIVE ACTION POLICY** **ACTION**
Presentation of, discussion of, and possible action to approve an affirmative action in employment and promotion policy for the Library.

11. **LABOR UNION REPORT**
(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

12. **NEW BUSINESS**
(This item is to allow Commissioners to introduce new agenda items for consideration.)

13. **PUBLIC COMMENT**
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

14. **ADJOURNMENT** (requires motion and public comment) **ACTION**

7/28/99 - M.Housh, Commission Secretary

San Francisco Public Library

ACCESS, DISCOVER, EMPOWER

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PUBLIC LIBRARY

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SPECIAL NOTICE

AT THE REGULAR AUGUST 3, 1999 MEETING OF THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION AN ADDITIONAL ITEM RECEIVED TO LATE TO INCLUDE IN THE REGULAR AGENDA HAS BEEN ADDED TO THE MEETING AGENDA AS ITEM:

9a. SUPPLEMENTAL APPROPRIATION - STATE FUNDS

Presentation of, discussion of, and possible action to approve a supplemental appropriation for submission to the Board of Supervisors and the Mayor for their approval to accept and expend $133,000.00 in California State Library funds.

POSTED 7/28/99

Michael Housh, Commission Secretary

Seal of the City and County of San Francisco

Civic Center
San Francisco, California 94102

DRAFT

SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

DOCUMENTS DEPT.
AUG 26 1999
SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Draft Minutes of the regular meeting of Tuesday, August 3, 1999

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The San Francisco Public Library Commission held a regular meeting on Tuesday, August 3, 1999 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:48 PM by Vice President Higueras.

The following members were noted present: Vice President Higueras and Commissioners Coulter, Streets, and Swig. President Ernie Llorente and Commissioner Steiman were noted excused attendance.

The Commission Secretary announced that Item #10 a proposed Affirmative Action Policy would be continued to the next regular meeting of the Library Commission at the request of the Department of Human Services to allow time for additional review.

APPROVAL OF MINUTES of the regular meeting of June 1, 1999.

MOTION: approval of the regular meeting Minutes of June 1, 1999 was moved by Commissioner Coulter, seconded by Commissioner Streets.

Public Comment: An anonymous member of the public critiqued how the "character" of the meeting and level of detail were related in the Minutes. Mr. Peter Warfield commented on nuances of his comments regarding the online catalog and details of an item in Library Finance Director George Nichols' report on the budget as reported in the Minutes and suggested reporting greater detail related to other comments.

Commissioner Streets inquired regarding how the arrival of Commissioner's joining a meeting in progress was noted.

Commissioner Chin joined the meeting at 5:57PM

ACTION: APPROVED AYE 5-0 (Chin, Coulter, Higueras, Streets, and Swig)

CITY LIBRARIAN'S REPORT

Deputy City Librarian Susan Hildreth reported on the Library staff's participation at the American Library Association meeting in New Orleans. The Deputy City Librarian described the details of that next phase in the re-carpeting project. Ms. Hildreth reported to the Commission on steps taken to improve cash management practices at branch libraries following an extensive review by the Controller's Office. Ms. Hildreth reported that increased staff training would be implemented and cash registers providing patron receipts would be placed in branches. The Deputy City Librarian outlined recent materials acquisition and Library circulation statistics. She noted that reductions in circulation statistics are a phenomenon found in libraries nationwide and could reflect increased use of Internet resources. Ms. Hildreth next provided the Commissioners with updates on improvements at branch libraries.

Public comment: none offered

Commissioner Streets inquired regarding the details of the new cash management guidelines, in particular regarding amounts of cash involved and concerning aspects of oversight by branch staff. Library Finance Director George Nichols further explained the city's requirements, the Controller's suggestions and how the Library proposed to carry out these requirements. Vice President Higueras asked concerning the Library's efforts to measure usage of electronic resources and if there was a professional standard for gathering such data. The Deputy City Librarian noted that she served on a Public Library Association Committee developing a model standard and expected a method of assessing this kind of information to be developed and available by next Spring. She additionally reported that increased usage of electronic resources was expected and that the stable circulation of other materials could reflect the impact of such increased electronic resource usage by patrons.

LIBRARY SENIOR ADMINISTRATIVE STAFF REPORT
Library Director of Public Affairs, Ms. Marcia Schneider reported on upcoming exhibits: a California sesquicentennial exhibit sponsored by the California State Library: "Heading East, California's Asian Pacific Experience" and "Westward Bound" a book arts in the inter-mountain western states exhibit sponsored by the Utah State University Library's Book Arts program. She reported the latter exhibit will feature a work by our own Book Arts and Special Collections Manager Asa Peavy. An opening reception and lecture will be held in the Latino/Hispanic Room from 2-4PM on August 21, 1999. Ms. Schneider also discussed this month's "Open Books, Writers At The Library" with Po Bronson. It was noted that as author of Nudist on the Late Shift, he will discuss his fictional view of contemporary life in Silicon Valley. This month's "Alternative Voices" program was reported to be on The Rolling Stone Book of Beats, a compilation of essays that appeared in Rolling Stone magazine concerning "Beat Generation" writers. In response to a question by Commissioner Chin, Ms. Schneider noted the dates of the exhibitions described.

Public comment: An anonymous member of the public inquired regarding the status of a Commission discussion of the proposed new Library image. Mr. Peter Warfield inquired regarding exhibits derived from materials in the Library's collections.

Responding to a question by Vice President Higueras, Ms. Schneider suggested that a presentation of the new Library image could be scheduled at an upcoming meeting. Additionally, the Deputy City Librarian noted that due to lack of personnel and cost involved there were no plans to mount an exhibit based in the Library's collections at this time.

OCEAN VIEW BRANCH CONSTRUCTION REPORT

By Mr. Edgar Lopez, Bureau of Architecture, DPW

Mr. Lopez provided the Commission with a status report covering the initial period of construction of the new Ocean View Branch Library (copies attached). The $1,259,177.00 contract was reported being awarded to Pacific Engineering Builders, Inc. on March 3, 1999. Mr. Lopez reported a projected completion date as March 28, 2000. He also described in detail various aspects of the work completed to date and proposed for the next few weeks. The project was reported as on schedule despite delays created by materials shortages. A $3,000.00 change order was outlined related to foundation concrete work. In response to a question from Vice President Higueras it was confirmed that no delays resulted from change orders and that contingency funds were ample to cover any unanticipated problems. Mr. Lopez also noted that all change orders and any issues which could impact the schedule for construction would be discussed with the Library's representative weekly. Answering Commissioner Chin, differing expectations concerning possible problems in building a new facility as opposed to renovating an older building were discussed.

Public comment: Mr. Ed Regan lauded construction of the new branch and suggested that increased hours of service be considered.

POST OCCUPANCY EVALUATION PRELIMINARY REPORT

By Cynthia Ripley, Florence Mason, and Susan Kent

The Post Occupancy Evaluation team was introduced, its members credentials and experience discussed and its approach taken and processes employed to gather data were highlighted. Ms. Ripley presented a detailed overview of their preliminary (copy attached) findings and recommendations on the Post Occupancy Evaluation (POE) of the Main Library. A final report was projected to be available in the Fall. Library staff's insight concerning fundamental issues involved, their suggestions proposed, and cooperation in this process was lauded. The goal of improving public access to library services was described as the foundation of the report. Exhaustive efforts to include library staff in identifying problems and with development of recommendations in the report was noted. A three to five year plan for initial implementation of proposed changes was suggested. Next, Ms. Mason reported on specific aspects of the preliminary findings and recommendations. She described findings involving the nature of the building's space limitations, the kinds of difficulties experienced by staff and patrons in using the building, and detailed functional difficulties with building systems and specific work areas despite some improvements. Mention was made of a 150 item list, currently being refined, for problems described as " left over from the construction contract". Ms. Mason noted that the building is moving through the transition between a "new" building to one needing modification to meet changing needs. She identified three "strategic priorities" supported by recommendations for change as: creating more space for public use of the

Library's existing collections; overall improvement to staff work areas, and develop Brooks Hall as an archival materials storage/service center for both materials storage and archive related public access. Ms. Mason further explained the preliminary recommendations related to maximizing public access to all kinds of library services and easing physical access by reorganization of the building lay-out on every floor of the Main Library. Changes in materials handling process and systems as well as reconfiguration of materials processing and methods of speeding return to public access of materials was described. A slide presentation of the various plans expressing proposed changes was presented. POE Team member Los Angeles City Librarian Susan Kent then discussed how changes in the kinds of library services the public demands impact existing, even relatively new, libraries. She noted increased demand for both traditional and innovative services and suggested they could be addressed through adjusting the way the Main Library serves its public of browsers, searchers, and those needing staff assistance.

Commissioner Chin left the meeting at 7:20 PM and returned at 7:24 PM

Public comment: An anonymous member of the public discussed previous efforts at criticism of the Main Library, commented on the nature of and perceived pit-falls in doing a post occupancy evaluation, and observed that the materials on the POE were only made available at the meeting in which they were discussed. Mr. Ed Regan suggested that related materials in the collection now in separate areas be moved together and that a space be set aside for encyclopedias. Mr. Andre Spearman, Local 790 commented favorably on the presentation and expressed a hope that more information on the post occupancy evaluation process would be made available to the public to encourage more input into the final report. Ms. Barbara Berman of the Friends and Foundation of the San Francisco Public Library expressed satisfaction with the balanced nature of the preliminary report, emphasizing positive as well as negative aspects of the Main Library. Mr. Peter Warfield expressed a wish that more information concerning the discussion of the post occupancy evaluation had been available earlier, requested to examine the entire two volume copy of the preliminary report, regretted that the online catalog was not more extensively addressed in the report, and questioned the data underlying the model of a decision making process described to be used in choosing allocation of library shelf space for various materials.

Vice President Higueras called a recess at 7:25 PM
The Commission returned to session at 7:30 PM

In response to questions by Vice President Higueras and Commissioner Streets, Ms. Ripley outlined a proposed schedule for carrying out the remaining steps in completing the post occupancy evaluation and producing a final report in the Fall. She also noted that the final report would include discussion of the long-term budget implications of carrying out the recommendations of the POE. Vice President Higueras requested that the preliminary report be made available for a period of time with copies made available to members of the public, it posted on the Library website, and input solicited. Ms. Ripley informed Commissioner Chin that the final report could be expected in a month to six weeks. Additionally, Ms. Mason indicated that recommendations believed to be of greater importance will be so ranked in the final report. She further observed that there were a number of individual small scale problems that could begin to be addressed immediately. Commissioner Streets requested that the Deputy City Librarian and the Library Finance Director provide the Commission with a detailed report concerning revenue sources and budgetary resources that will be needed to carry out the recommendations included in the Post Occupancy Evaluation. Ms. Hildreth suggested that some items recommended could be included in the normal process of planning for the next budget. She also pointed out other items suggested, such as an expanded role of Brooks Hall as the City Archive, which the Library currently undertakes, but which should have its own City Budget line item, might take longer to address. The Deputy City Librarian suggested that budgetary decisions related to the POE could be included as an element in the preparation of the next budget. Commissioner Coulter expressed his approval of the report and many of its recommendations, inquired if the Main's architects had been asked to comment and recommended their inclusion in crafting answers to some of the problems identified, discussed Brooks Hall as a necessary and useful addition to the Main, and pointed out the significant potential cost involved in carrying out many of the major recommendations in the preliminary report. He also inquired concerning steps to hold the contractors accountable for defective work. Commissioner Coulter also urged vigilance in addressing management and routine maintenance problems mentioned in the report, called for development of a collection management/weeding program, and encouraged library staff to think flexibly in meeting the changing needs of the Library. Vice President Higueras commented that this report is an important tool in the continuing evolution of the Main Library.

FRIENDS AND FOUNDATION REPORT

By Co-directors Margie O'Driscoll and Chuck Forester

The Co-director Chuck Forester of the Friend and Foundation of the San Francisco Public Library presented an overview of the process and activities which led to the merger of the Friends of the San Francisco Public Library and the Foundation of the San Francisco Public Library on July 1, 1999. Ms. O'Driscoll next discussed details of the merged organizations' proposed $1 million in support of activities during the next fiscal year. She pledged continued support of the existing Library activities of the Friends and the Foundation both at the Main and in Branches. Ms. O'Driscoll identified raising of $250,000.00 for new furniture and fixtures for the new Ocean View Branch as a primary goal as well. Ms. O'Driscoll reported that major fundraising programs such as the annual book sale will continue to be held, including this year's event during September 9-12, 1999 at Fort Mason. The literary lecture series and the Laureate's Dinner were also noted expected to continue. Board members Ms. Barbara Berman and Ms. Debra Doyle were introduced.

Public comment: none offered

Commissioner Coulter and Vice President Higueras congratulated the Friends and Foundation staff and volunteers for their outstanding support for library programs. In response to a question by Vice President Higueras Ms. O'Driscoll described the on-going process to draft a new memorandum of understanding (MOU) with the Library. Deputy City Librarian clarified how events management at the Main will be managed during the next year. In response to Commissioner Chin it was noted that membership had doubled since the merger was undertaken. Mr. Forester pointed out increased fundraising efforts as well.

MISSION BRANCH GARDEN DESIGN

By Ms. Robin Burgstahler

Ms. Robin Burgstahler of Library Operations and Maintenance described the circumstances and sources of funding which led to the proposed creation of a small side garden adjoining the Children's Room at the Mission Branch. Project costs were projected at less than $50,000. In response to a question by Commissioner Chin it was noted that the design (copy attached) was prepared by the Department of Public Works with input from Mission Branch staff and neighbors. It was additionally noted that consideration of potential problems was a major element in creating the design. This request for Commission approval was noted as preliminary to requesting the Charter mandated approval by the Arts Commission. Ms. Burgstahler informed the Commissioners concerning details of the rest of the process that could result in the creation of the garden space.

Public comment: none offered

MOTION: Commissioner Chin. seconded by Commissioner Coulter moved approval of the proposed design.

ACTION: APPROVED AYE 5-0 (Chin, Coulter, Higueras, Streets, and Swig)

PROP. E AND STRATEGIC GOALS PLANNING MEETINGS REPORT

Deputy City Librarian Susan Hildreth discussed the schedule of Prop. E (Library preservation Fund) Hearings planned and expressed the hope that the entire series could be concluded by the end of September. She further outlined work on the strategic planning process currently underway with a target date for submission to the Commission in November.

Public comment: An anonymous member of the public discussed website postings of library meetings of interest to the public and discussed occurrences at Prop. E meetings attended. Ms. Deetje Boler observed low attendance at Prop. E meetings she had attended, questioned the adequacy of notice for the meetings, and inquired concerning meetings to be scheduled in September. Mr. Peter Warfield commented on the attendance at Prop. E meetings, suggested a need for greater outreach efforts publicizing the meeting, requested greater documentation and availability of comments offered by the public at Prop. E meetings, commented on a Commissioner's conduct at a Prop. E meeting.

Ms. Hildreth responded to Commissioners' questions regarding how the meetings are being publicized with details of the extensive efforts being made to inform the public concerning Prop. E meetings. Commissioner Swig requested information concerning upcoming Prop. E Hearings.

FY '99-2000 BUDGET UPDATE REPORT

Library Finance Director George Nichols.

Mr. Nichols reported (copy attached) on the details of the 1999-2000 Library Budget. He reported approval by the Board of Supervisors and Mayor Brown was $3.5 million greater than the current budget. The Finance Director discussed various reductions and noted that they would have no significant impact on Library services. Mr. Nichols called attention to various budget planning efforts which will be undertaken for next year's budget.

Public comment: Mr. Peter Warfield commented favorably on the increase in the book budget and inquired regarding details of lobbying activities which led to the increase in the Library's budget. Ms. Deetje Boler urged that the increase in the book budget be used to replace older and out of print books to maintain such familiar materials in the collection.

Commissioner Chin inquired concerning details of the training program authorized by the budget. Commissioner Streets requested that information being consider in planning for next year's budget be provided sufficiently early to the Commission and interested members of the public, perhaps at a budget workshop, so that there could be greater public understanding of how and why the budget is structured.

SUPPLEMENTAL APPROPRIATION

by Library Finance Director George Nichols

The Library Finance Director discussed the details of the supplementary funding request. He noted that the correct amount of the request should be $134,000 rather than $133,000. The services to be funded including retrospective cataloging of materials in the collection were described. Approval of the supplemental appropriation was reported to permit continuation of existing contracts to inventory and catalog materials.

Public comment: Mr. Peter Warfield asked if any of these funds would be used to improve existing incomplete or short records.

The Deputy City Librarian informed the Commissioners that the cataloging work funded by the supplemental appropriation covered both uncataloged and partially cataloged materials. She suggested that a detailed report on this issue could be brought to the Commission at an upcoming meeting.

MOTION: Commissioner Coulter , seconded by Commissioner Streets moved authorizing request for approval by the Board of Supervisors and the Mayor of a supplemental appropriation of $134,000.00 in State library funds.

ACTION: APPROVED AYE 5-0 (Chin, Coulter, Higueras, Streets, and Swig)

LABOR UNION REPORT: no report was offered.

NEW BUSINESS: Vice President Higueras requested a report on the status of proposed facilities improvements, particularly related to seismic upgrades and any potential bond issue requests that the Library might wish to undertake.

Public comment. Mr. Ed Regan suggested that whenever branches are renovated that the public would be informed of proposed plans and that any such plans include creation of both senior citizens and pamphlet rooms in each branch library.

PUBLIC COMMENT: An anonymous member of the public suggested that the preliminary report on the post occupancy evaluation sustained previously expressed views concerning the Main Library, the importance of recognizing realities, critiqued processes and attitudes regarding attention to detail imputed to the Commission during the building of the Main Library. Mr. Ed Regan recommended consideration of additional library hours, creation of office space for branch librarians, more staff for branch libraries, and that branch libraries should be more complete libraries. Mr. Peter Warfield urged that items requested by Commissioner appear on Commission Meeting agendas.

ADJOURNMENT

MOTION: Commissioner Chin, seconded by Commissioner Coulter moved to adjourn the meeting.

Public comment: none offered

ACTION: APPROVED AYE 5-0 (Chin. Coulter. Higueras. Streets. and Swig)

The meeting was declared adjourned at 8:55 PM

Michael Housh. Library Commission Secretary 8/9/99

Please note: These are draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary. 100 Larkin Street. San Francisco, CA 94102

Willie Lewis Brown, Jr., Mayor
Mark A. Primeau, AIA, Director

Department of Public Work
Bureau of Architectur
30 Van Ness Avenue, Suite 410
San Francisco, CA 94102-802

Tara D. Lamont, AIA, Bureau Manage

OCEAN VIEW BRANCH LIBRARY

UPDATE REPORT (March – July 1999)

General Contractor:	Pacific Engineering Builders Inc.
Start Date:	March 29, 1999
Original contract time:	365 calendar days
Extension granted:	0
Original completion date:	March 28, 2000
Revised completion date:	March 28, 2000
Anticipated completion date:	March 28, 2000
Contract amount:	$ 1,259,177
Approved Change Orders:	$ 3,000
Percentage of completion as July 30	30%

Construction Progress/Issues

- Foundations and basement concrete work completed.
- Form work for concrete shear walls and First floor slab in-progress.

Construction Schedule

- Work is on schedule and projected to be complete within the contract time allowance.
- Work to be performed within the next two weeks includes:
  Form work and rebar for concrete shear walls;
  Begin erecting steel columns;
  Exterior concrete block walls.

Construction Budget

As of July 30, the total amount of approved Change Orders is $ 3,000. The following is a summary of the Change Orders:

Change Order No. 1: $ 3,000

- Modifications to site grading due to unforeseen condition involving adjacent properties.

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August 3, 1999
Presentation of Post Occupancy Evaluation Study -60% complete

Presenters:

Cynthia Ripley; Ripley Architects
Florence Mason, Library Consultant
Susan Kent, City Librarian of Los Angeles and Library Consultant

1. Goals of the Study as determined by the team and SFPL Administration
2. Findings to Date
3. Recommendations to Date
4. Summary and Next Steps
5. Slides
6. Questions and Answers

PURPOSE OF THE POST OCCUPANCY EVALUATION

The study was recommended by the Strategic Audit shortly after the completion of the building. Ripley Architects and Florence Mason with Susan Kent were hired by the Library Commission to complete the study in January of 1999.

The purpose of the study requested by the audit was not explicit. There seemed to be many lists of problems in various stages of documentation. We spent the first 25% of our time, observing, interviewing and reading previous studies. It was clear that there is a great deal of pent up frustration with the building, which we determined was justified to a large extent.

We then chose to frame our investigation and our recommendations in a manner that provides attainable solutions according to a cohesive plan that can be implemented in stages. With the approval of the Library Administration, we defined the study objectives as follows:

> To look at the library from the perspective of improving public access and public services—the essential mission of every public library.
>
> To support the necessity of accommodating the existing collection with some growth.
>
> To assemble all facility problems facing the library in a single report so that problems can be acknowledged, and then evaluated as to their relative importance to the essential mission of delivering public services
>
> To advise the library what the cost of resolving facility problems may be both in hard cost and disruption to services.
>
> - Some repairs are mandatory and there is a limited amount of residual funding from the construction to accomplish these fixes.
> - Many of the solutions to problems require more than a simple fix. They require building renovation at the Main Library and development of additional system wide facilities. Our recommendations can be viewed as a preliminary System Master Plan.

To solve all of its problems and maintain the collection with some growth, the library will need to adopt a planning overview and proceed with sets of projects in the next 3-5 years.

FINDINGS TO DATE

Our findings are that the library, while designed to be a grand public space, does not function as effectively as it should or as effectively as peer institutions do in several major aspects:

1. It does not accommodate the current collection because useable area is severely compromised by multiple floor openings. These openings cannot be closed, so the library needs to improve its functional layout with these openings at the forefront of consideration.

2. Users have severe difficulty finding their way around the building and finding materials they seek because of floor layouts, the entry sequence on the 1st and 2nd floor, inadequate signage and the position of service desks.

3. While the movement of materials in the building has been improved through recent management changes, the loading dock, and the book return and check out system, and the location of the sorting rooms is severely flawed.

4. There are approximately 150 items left from the construction contract (malfunctioning window shades in staff areas for example), or which do not function so that facility staff can maintain them (public toilets for example), or which were overlooked in the design phases (aspects of the AV system for example).

5. In addition, new items are occurring as the building ages, such as furniture needs and repairs.

RECOMMENDATIONS

The key recommendations and key strategies of the study to improve use and access to the collection are presented below.

The exterior of the building cannot be changed because of the presence of the building as an organized element of the Civic Center; therefore all reclaimed space needs to come from reorganization of the interior. The library has now been open for 3 years and it is already "full." In terms of the amount of room on shelves, the amount of materials in the compact storage spaces on the 1st, 2nd, 3rd, 4th and 5th floors, and in the two "remote" storage areas (all filled with government documents on the lower level.

1. Make more space in the building available for public collections and services.

The study does not consider how the library builds and manages its collections. The collections should be built according to the objectives of the San Francisco Public Library and based upon the needs of their constituencies. It goes without saying that policies regarding the collection translate into square footage. It is very important that the library policies concentrate on using the Main Library shelving for current, popular, heavily used materials. Collection management policies should provide that materials that are no longer in high demand be moved to appropriate archival storage areas or removed from the collection. Examples of policies would be the disposition of multiple copies of no longer popular materials, older document materials, and older bound serial materials readily available in electronic formats. Shelving priority in the Main Library should be given to materials, which are already cataloged and reflected in the online catalog and which are evaluated by frequency of use.

2. Improve staff work areas.

The Main Library is part of the larger San Francisco Public Library system. Functions presently located in the Main Library, but which serve the entire system may benefit from being relocated to another site where transportation access and less valuable space are available to release space for Main Library collections and services. In addition, moving staff work areas provides an opportunity to reconfigure and improve staff work areas and processes, particularly for Technical Services.

- Move non-public staff services such as Technical Services, Extension Services, Automation, Finance, etc. to a location that serves the entire system easily.
- This new location could be adjacent to a branch or stand alone as an administrative service center. The new branch at Mission Bay would be a good location for some of these staff functions.

3. Develop an archival service department and relocate older materials from Main Library Building.

Develop Brooks Hall as a city archive center which also houses older and historic government publications and documents (more than 15-20 years old) along with some bulk storage. The archives department should have a dedicated staff, appropriate seating and workspace for staff and the public, and with a public entry from the plaza above. The space is not suitable for staff offices or public collections because it does not have natural daylight. It is not well connected to the library because of distance and the vehicle-oriented access. Using Brooks Hall to develop a organized, formal archives as a public library service will improve public access to archival materials, release significant library shelving currently being used for non-book materials, and should help the public find materials easier and access them more quickly than at present.

4. Utilize existing space more efficiently, by increasing the density of uses on the floors. (Proposals can be viewed on the concept diagrams for each floor.)

Expand and improve the public's access to current, popular, heavily used materials in particular and the general collections. The Main Library is valuable space and this space should be effective in storing and delivering materials users are seeking. Users presently find it difficult to locate materials and find significant time is expended in searching for items. Staff are dissatisfied with the limited amount of materials which "fit" into the subject departments. AV and First stop staff are dissatisfied with the dark, limited space they have for their collections which are the most heavily used in the library.

- Reconfigure the library entrance/exit sequence and bring the 2nd floor inside of the security perimeter of the library.
- Locate public collections on every floor.
- Develop an attractive space on the 1st and 2nd floor for popular/AV materials.
- Develop the 3rd, 4th, 5th and 6th floors to provide services requiring more intensive searches and staff support.
- Improve access to electronic resources
- Increase the number of online user stations by locating stations around atrium and on the 2nd floor.
- Create a master schedule for user signup and administer computing resources with a dedicated staff of computer support personnel, not librarians.

5. Increase and improve access to materials and services within the Main Library building.

The library must balance the need for preservation and loss prevention with accommodation collections to be fully used by the public. Paged materials involve staff interaction and reduce staff productivity and user access. Staff dislike the compact shelving and find it hard to use. Users do not like to have materials paged from closed stacks. Browsing is difficult.

- Remove closed stack areas from the 3rd and 4th floors, and reduce closed stack areas on the 5th and 6th floors.
- Relocate the points of service (service desks) so that users can find them easily.
- Improve the way-finding system and make it flexible.
- Install easy to change and install readable ADA accessible signage

6. Continue to improve the materials handling system and discharge/returns functions.

Moving materials around the library is presently very difficult because of elevator access, difficulties with rolling carts across carpets, damage to books by sorting equipment and isolation of sorting functions from the return/discharge functions. Materials handling system should be technically efficient. These systems can be judged to be successful if they assist in returning materials to the shelf in a timely, cost effective manner. The system also needs to protect the materials handled in the system from damage and loss.

- Combine the materials return/discharge desks
- Establish a secondary materials return/discharge desk on the second floor
- Move the sorting room directly adjacent to the return/discharge desk
- Fix the books drops and reconsider their locations

7. Identify and Document the many building-related issues and problems.

The study has identified more than 150 items, which need attention. The ongoing effort once the Post Evaluation study is complete will involve prioritizing problems, developing staff methods of assessing and addressing these problems and developing an ongoing maintenance/renovation strategy for the Main Library building. The Main Library will be used well into the 22nd century. Public Libraries are not just repositories, they are dynamic service institutions that provide reading materials and information that is both unobtainable and unaffordable by individuals. Services will continue to change. Space will need to be remodeled to support whatever services are being offered. The Main Library (and the branches) should be routinely evaluated every 5 to 10 years so that services are kept current, and facilities remodeled to meet service goals.

- Identify the problem and cluster them as to their priority and importance.
- Develop strategies for how to address problems.
- Develop costs and renovation schedules.

Date: June 24, 1999

From: Susan Hildreth
Deputy City Librarian

To: Members of the Library Commission

Re: Approval To Develop a Children's Garden at Mission Branch

Early in the planning stages of the earthquake retrofit of Mission branch, the staff there expressed the desire to develop a fenced children's garden area to the West of the building along Orange Alley. A site plan showing the proposed location of the garden as a darkened area is included in your packet. Also included is an architect's drawing showing the visual impact of the garden against the North West corner of the building.

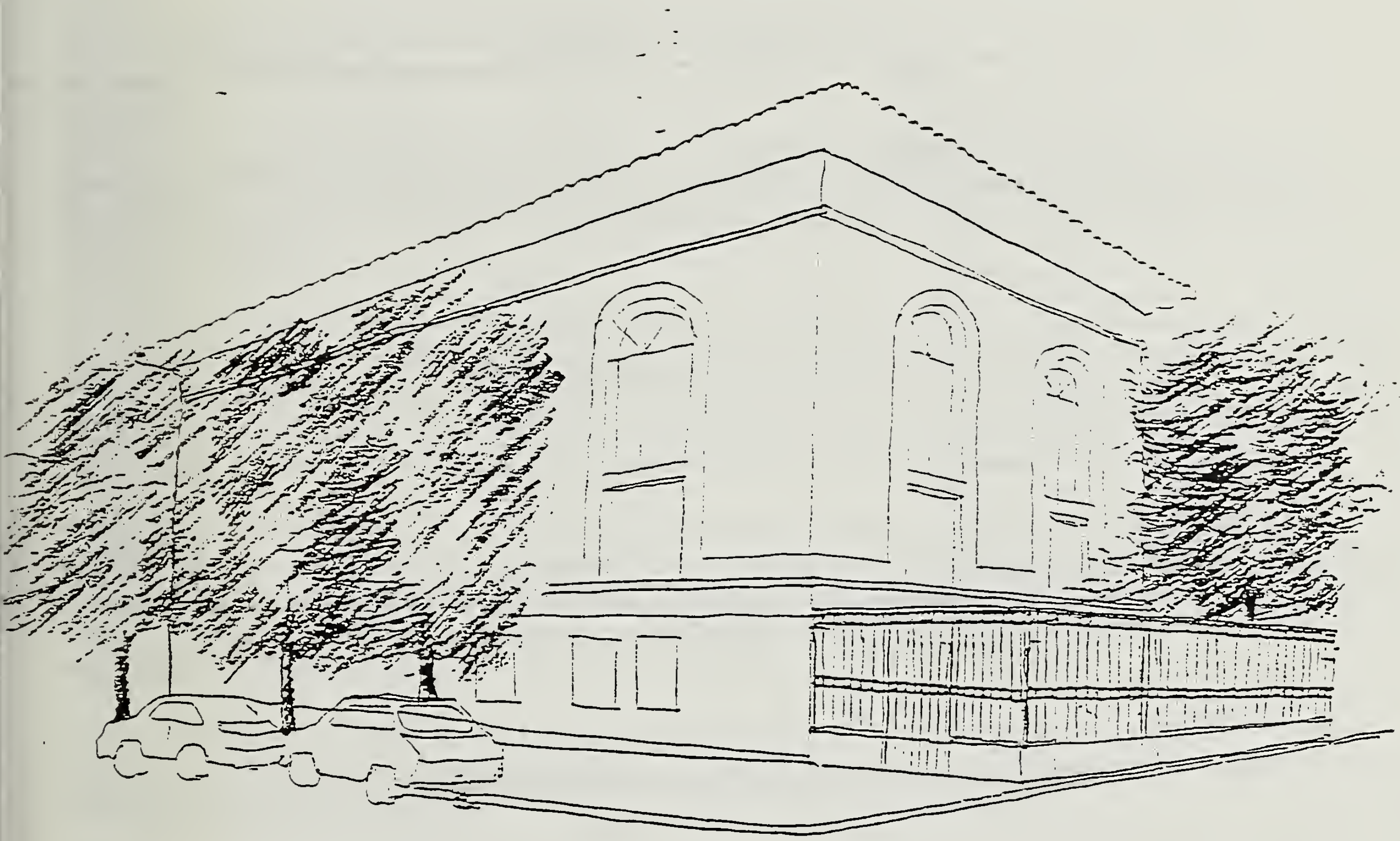
The DPW staff involved with the retrofit project had already received permits for the original scope of their work at the point at which our staff initiated the concept of including the garden in the project. DPW opposed the garden, not because it didn't make both aesthetic and functional sense to them, but because they felt that moving forward to obtain the necessary jurisdictional approvals for the garden would surely delay the completion of the retrofit project itself. Toward the end of the retrofit project, DPW architect Roger Talatala completed the drawings included in your packet with the understanding that they would be presented to the Art Commission to obtain their approval for the garden as a separate project. During completion of concrete work on the Mission project the contractor obtained a bid to install a three foot high cement foundation and an ornamental fence with an entry gate at 24th Street, a 10' removable access to the transformer vault at the north of Orange Alley, and an emergency exit gate at the south along Orange Alley. The style of the fence repeats that of an existing fence along Orange Alley to which the garden fence would connect.

The area proposed for the garden belongs to the Library. It is paved with concrete and edged with traffic bollards to prevent parking. It has long been used by street people as a drinking, meeting and sleeping place. With the reallocation of space within the renovated building, the first floor windows on the west of the building look directly into the Children's room. Staff is concerned that the Library reclaim this area from the street people as quickly as possible. The Library is the only property owner without a fence on the property line along Orange Alley.

The garden would be kept paved and would have two or three self watering planters such as those in the roof garden at Chinatown branch. The garden would be kept locked and would be accessed by children only with adult supervision. Entry to the garden would be from the rear door of the children's room, out to 24th Street and through the 24th Street gate. This access pattern meets ADA requirements.

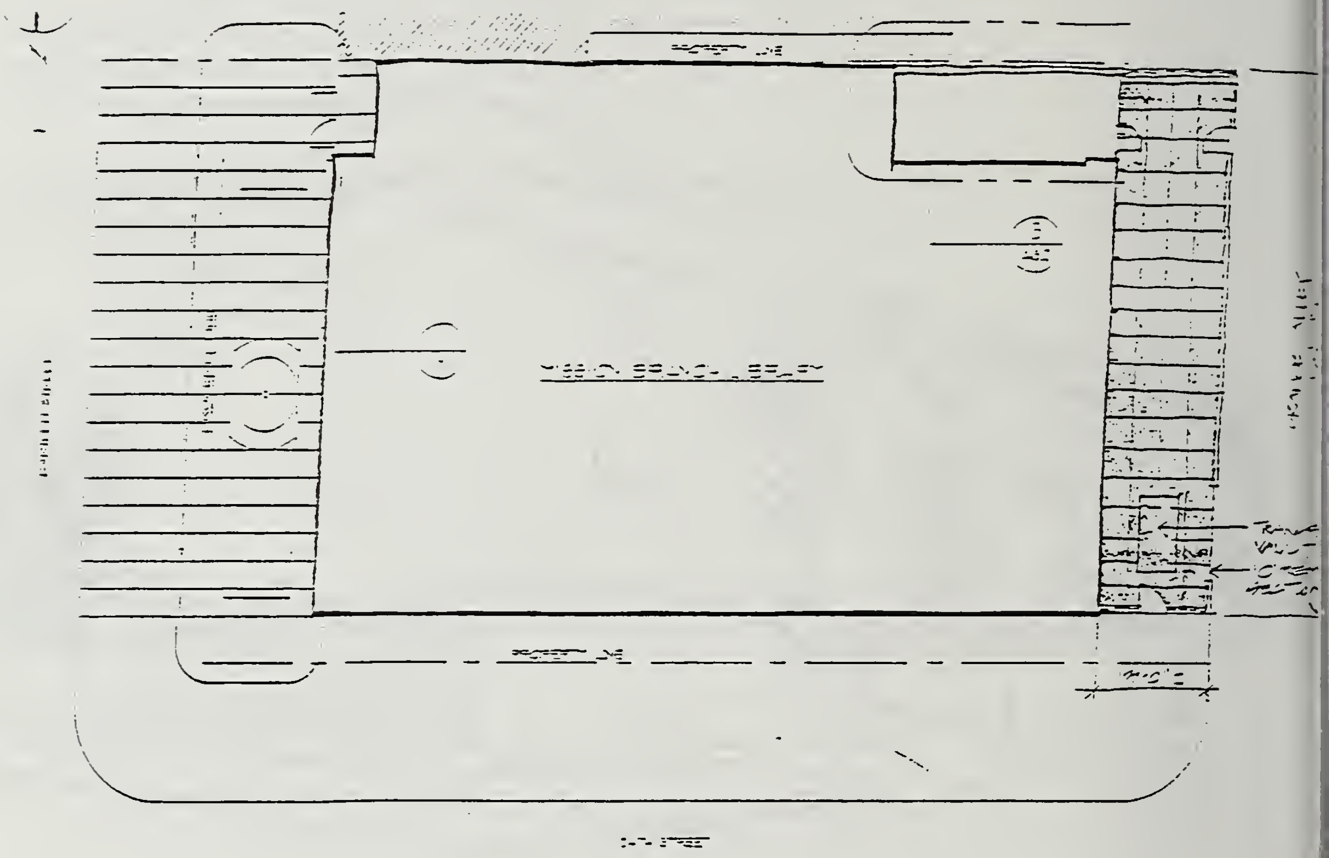
The cost to complete this project is estimated at $50,000. This is based upon the quotes for fencing and footing mentioned earlier and the cost to install and plant the self watering containers. The project will be funded through the Library Foundation from funds collected during the Mission Campaign.

Your approval of this project will allow staff to present the project to the Art Commission for their approval.



PROPOSED DESIGN

BUREAU OF ARCHITECTURE
DEPARTMENT OF PUBLIC WORKS
CITY & COUNTY OF SAN FRANCISCO


MISSION BRANCH LIBRARY
PROPERTY LINE
PROPERTY LINE
24TH STREET

SITE PLAN

BUREAU OF ARCHITECTURE
DEPARTMENT OF PUBLIC WORKS
CITY AND COUNTY OF SAN FRANCISCO

MISSION BRANCH LIBRARY
[illegible] 24TH STREET
SAN FRANCISCO, CALIFORNIA

SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVERY, ENRICHMENT

July 26, 1999

San Francisco Public Library Commission

Dear Commissioners,

On July 19th, the Board of Supervisors adopted the FY 1999-2000 budget for the City and County of San Francisco. The Library's budget totals $46.006 million. This is $65,000 greater than the budget amount proposed by the Mayor. The change reflects reductions of $235,000, offset by an increase of $300,000 for books and materials.

The reductions, recommended by the Budget Analyst and adopted by the Board, are summarized on Attachment A. The reductions will not affect library operations or programs in any significant way. The additional funding for the book budget is a major development as it brings the total increase for books and materials to $508,000 – 86 percent of the $590,000 we had originally sought. Advocacy by the Friends and Foundation, the Library Commission, and members of the community was instrumental in getting the book budget increased.

Although the Library did not get all of its proposals funded, this budget still represents a significant step forward. In addition to book budget augmentation, we received over $500,000 to buy badly needed equipment; $445,000 to establish a pool of part-time as needed librarians for the branch and main libraries; over $100,000 for branch library materials and supplies; and, over $500,000 for the Telephone Information Program positions that were not funded in the base.

Overall, this budget is $3.6 million (8.5 percent) greater than the prior year's operating budget. The additional funding will allow the San Francisco Public Library to sustain and improve the already outstanding service it provides to the citizens of the City.

Also attached are a series of tables that describe the Library's 1999-2000 budget. These tables are provided for informational purposes. It is not my intent to present or discuss these tables in great detail during the August 3rd meeting, however, I will be available to answer any questions you might have regarding the budget. We plan on providing you a more detailed presentation on the current year budget in September or October

Please feel free to call me at (415) 557-4248, prior to the August 3rd meeting if you have any questions

George M. Nichols
Finance Director

cc: Susan Hildreth, Deputy City Librarian

Attachments

7/26/99

ATTACHMENT A

FY 1999-2000 BUDGET
SUMMARY OF BOARD ACTIONS

Item	Amount	Notes
Workers Compensation	-$24,000	Reduced by half, the $48,000 increase provided in the Mayor's Budget.
System-WideTravel	-$13,410	Leaves $30,000 to meet travel needs.
Professional & Specialized Srvcs	-$40,000	Events Management contract with Friends & Foundation. Leaves $60,000 to manage outside events held at the Library.
Rents & Leases (Equipment)	-$12,850	Technical correction. Will not impact services.
Equipment (Vehicle)	-$26,500	Disapproved 1 of 2 vehicles requested.
Salary Savings Adjustments	-$64,356	Technical corrections. will not impact services.
Reclassification (Automation)	-$20,650	DHR approved a lower-level classification from the one requested and funded in the Mayor's Budget.
Delay Start of Tool Lending Library	-$33,492	Reduction in labor costs for 2.5 positions based on change in hiring date from Oct. 1 to Jan. 1.
Total Reductions	-$235,258	
Book Budget Increase	$300,000	With the additional $300,000 for books, the augmentation provided totals $608,000. The total budget for books and materials is $4.143 million.
Net Change in Budget	$64,742	
Funds Held in Reserve (Approx.)	$267,000	Although appropriated, funds for the Tool Lending Library will be held in reserve by the Controller pending discussions between the SFPL, DPW, and Recreation and Parks Department to determine which agency is best suited to implement and manage this type of program, potential sites, and other operational issues. Release of funds is dependent on a report back to the Board of Supervisors.

7/2.

SAN FRANCISCO PUBLIC LIBRARY
FINAL BUDGET FY 1999 2000

CHART 1

	Main (415012)	Branch (415035)	Techn Svc (415033)	IRM (415237)	Pub Affairs (415233)	Automation (415230)	Operations (415235)	Admin (415034)	MOCYF	Prop J	Fuhrman Fund	Total
Total FTE	174.11	189.03	46.54	8.13	10.01	15.11	64.21	22.11	6.00	58.78	0.00	594.06
Permanent	174.11	179.56	46.54	8.13	10.01	15.11	64.21	20.65	6.00	57.86	0.00	682.18
Temporary	0.00	9.47	0.00	0.00	0.00	0.00	0.00	1.49	0.00	0.92	0.00	11.88
Grant Funded	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Perm Salaries	$7,938,271	$8,220,886	$2,207,178	$472,373	$499,821	$767,626	$2,764,335	$1,253,891	$332,762	$3,059,551	$0	$27,515,897
Temp Salaries	$0	$444,925	$0	$0	$0	$0	$0	$70,000	$0	$43,104	$0	$558,029
Premium Pay	$222,618	$79,073	$25,106	$0	$0	$0	$0	$10,050	$0	$0	$0	$337,656
Overtime	$0	$0	$0	$0	$5,500	$0	$0	$29,769	$0	$0	$0	$35,269
Holiday Pay	$0	$0	$0	$0	$0	$0	$0	$2,097	$0	$0	$0	$2,097
Subtotal	$8,160,889	$8,744,884	$2,232,284	$472,373	$505,321	$767,626	$2,764,335	$1,365,819	$332,762	$3,102,655	$0	$28,448,948
Fringe Benefits	$2,042,170	$1,906,636	$545,853	$109,476	$121,778	$187,212	$729,103	$293,618	$79,225	$741,825	$0	$6,756,896
Total, Salary Budget	$10,203,059	$10,651,520	$2,778,137	$581,849	$627,099	$954,838	$3,493,438	$1,659,437	$411,987	$3,844,480	$0	$35,205,844
Travel	$0	$0	$0	$0	$0	$0	$0	$30,000	$0	$0	$0	$30,000
Training	$0	$0	$0	$0	$0	$0	$0	$113,880	$0	$0	$0	$113,880
Employee Field Expense	$0	$220	$0	$640	$0	$100	$8,118	$1,240	$0	$0	$0	$10,318
Entertainment & Promotion	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Membership Fees	$0	$0	$0	$0	$0	$0	$0	$77,600	$0	$0	$0	$77,600
Court Fees	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Professional & Spec. Svcs	$1,200	$0	$127,000	$0	$9,200	$0	$4,000	$60,000	$0	$0	$0	$204,400
Maintenance Svcs - Bldg	$0	$0	$0	$0	$0	$12,000	$100,000	$0	$0	$0	$0	$120,000
Maintenance Svcs - Equip	$15,650	$7,050	$20,000	$0	$29,000	$256,902	$161,400	$0	$0	$42,154	$0	$533,824
Rents & Leases - Bldgs	$0	$137,774	$0	$0	$0	$0	$0	$0	$0	$0	$0	$137,774
Rents & Leases - Equip	$0	$0	$3,000	$0	$0	$0	$6,200	$15,800	$0	$0	$0	$25,000
Utilities	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Other Current Expenses	$10,000	$40,000	$91,000	$152,000	$10,000	$0	$100,414	$33,173	$0	$10,023	$0	$495,409
Materials & Supplies	$23,116	$140,000	$0	$0	$0	$0	$62,600	$0	$800	$0	$0	$226,516
Bldg & Construction Supplies	$0	$0	$0	$0	$2,000	$1,000	$210,728	$0	$0	$0	$0	$221,728
Equipment Maint Supplies	$0	$0	$1,500	$0	$5,000	$38,000	$0	$0	$0	$1,560	$0	$46,060
Hospital, Clinics and Labs	$0	$0	$0	$0	$0	$0	$5,000	$0	$0	$0	$0	$5,000
Safety	$0	$0	$0	$0	$0	$0	$12,500	$0	$0	$0	$0	$12,500
Fuels & Lubricants	$0	$0	$0	$0	$0	$0	$3,000	$0	$0	$0	$0	$3,000
Other Materials & Supplies	$110,193	$101,918	$103,635	$6,500	$17,500	$175,144	$164,400	$18,000	$11,200	$1,401	$0	$709,891
Books & Materials	*$0*	*$0*	*$0*	*$3,787,813*	*$0*	*$0*	*$0*	*$0*	*$0*	*$205,213*	*$150,000*	*$4,143,026*
Capital Projects	$0	$0	$0	$0	$0	$0	$0	$490,000	$0	$0	$0	$490,000
Equipment	$0	$86,500	$0	$8,572	$31,200	$1,571,415	$22,000	$15,000	$0	$0	$0	$1,734,687
Equip Lease Purchase - Opt	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Equip Lease Purchase - City	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Svcs of Other Depts	$0	$0	$0	$0	$53,600	$343,525	$864,672	$248,251	$7,700	$1,400	$0	$1,519,148
Interdept'l Recovery	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Total, Non-Salary Budget	$171,159	$594,270	$346,135	$3,955,525	$158,300	$2,398,166	$1,681,411	$1,102,944	$19,700	$282,551	$150,000	$10,860,161
TOTAL	$10,374,218	$11,245,790	$3,124,272	$4,537,374	$785,399	$3,353,001	$5,174,819	$2,762,381	$431,687	$4,127,031	$150,000	$46,066,005

Less MOCYF & Fuhrman Fund *$45,484,318*

SAN FRANCISCO PUBLIC LIBRARY

FINAL BUDGET: FY 1999 2000

	Main	Branch	Techn Srvc	IRM	Public Affairs	Automation	Operations	Admin	MOCYF	Prop J	Fuhrman Fund	Total
Salaries	$8,160,889	$8,744,884	$2,232,284	$472,373	$505,321	$767,626	$2,764,335	$1,365,819	$332,762	$3,102,655	$0	$28,448,948
Fringe Benefits	$2,042,170	$1,906,636	$545,853	$109,476	$121,778	$187,212	$729,103	$293,618	$79,225	$741,825	$0	$6,756,896
Non Personal Services	$57,850	$185,852	$241,000	$152,640	$49,000	$269,082	$388,111	$331,693	$0	$72,977	$0	$1,748,205
Materials & Supplies	$113,309	$321,918	$105,135	$6,500	$24,500	$214,144	$406,628	$18,000	$12,000	$2,961	$0	$1,225,095
Books & Materials	$0	$0	$0	$3,787,813	$0	$0	$0	$0	$0	$205,213	$150,000	$4,143,026
Equipment	$0	$86,500	$0	$8,572	$31,200	$1,571,415	$22,000	$15,000	$0	$0	$0	$1,734,687
Capital Projects	$0	$0	$0	$0	$0	$0	$0	$490,000	$0	$0	$0	$490,000
Services Other Departments	$0	$0	$0	$0	$53,600	$343,525	$864,672	$248,251	$7,700	$1,400	$0	$1,519,148
Total, Expenditures	$10,374,218	$11,245,790	$3,124,272	$4,537,374	$785,399	$3,353,004	$5,174,849	$2,762,381	$431,687	$4,127,031	$150,000	$46,066,005

SAN FRANCISCO PUBLIC LIBRARY
FINAL BUDGET FY 1999-2000

CHART 3

Lib Preservation Fund	$17,504,408
General Fund	$27,979,910
MOCYF	$431,687
Fuhrman Trust Fund	$150,000
TOTAL	$46,066,005

General Fund

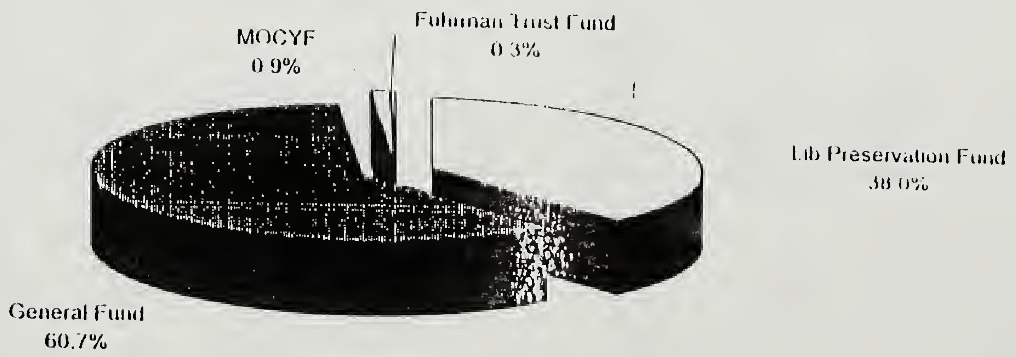
GF Transfer	$22,143,130
Prop J (Childrens Bas	$4,127,031
Misc. Revenue	$786,321
State Grant (PLF)	$923,428
Total	$27,979,910

Library Preservation Fund

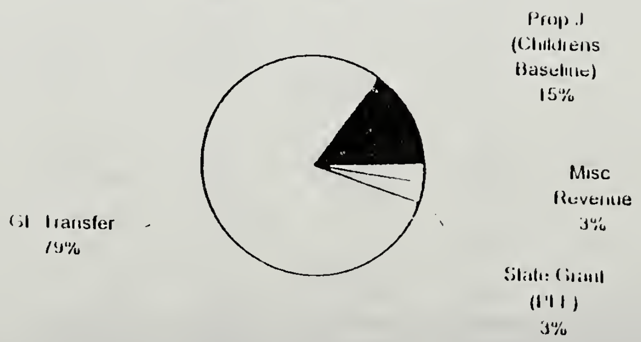
LPF Revenue	$16,558,100
LPF Fund Reserve	$946,308
Total	$17,504,408

GF Required per Prop E	$26,667,668
GF Appropriated	$27,979,910
GF Subsidy	$1,312,242

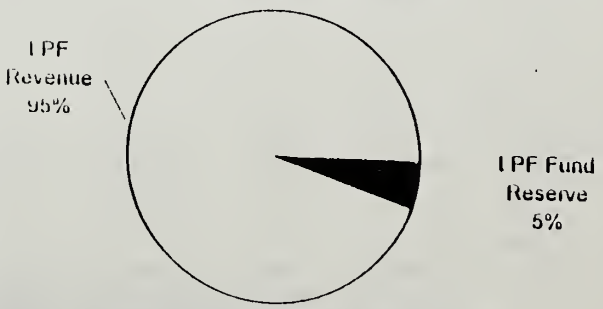
BUDGET BY SOURCE OF FUNDS



GENERAL FUND BY SOURCE

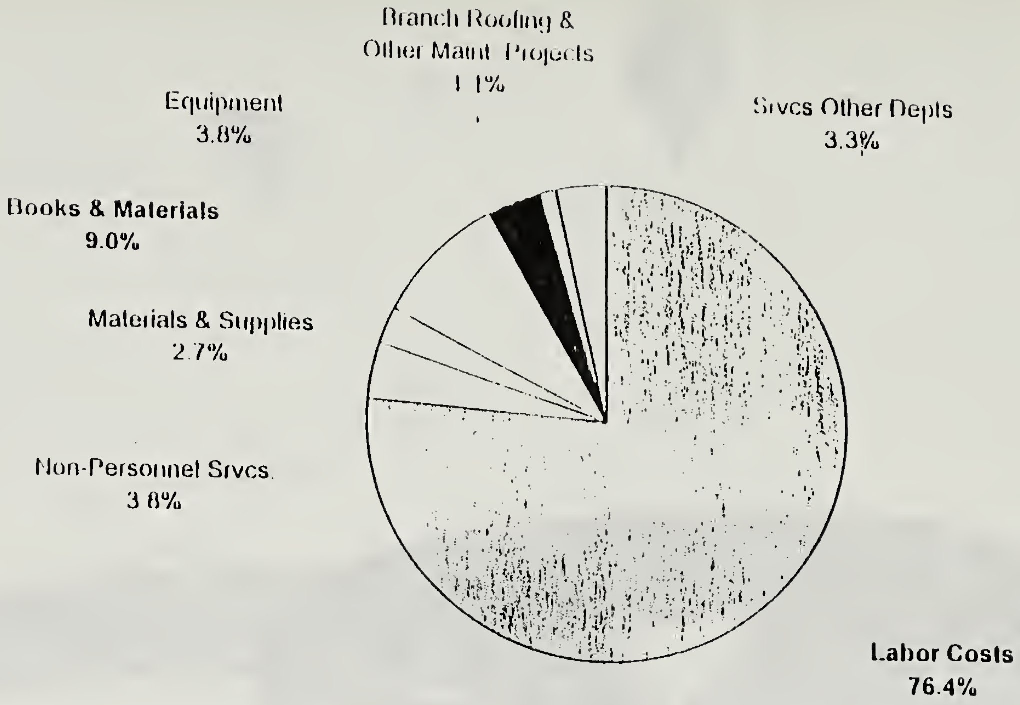


PROPOSITION E (LPF) BY SOURCE



Salaries	$28,448,948
Fringe Benefits	$6,756,896
	$35,205,844
Labor Costs	$35,205,844
Non-Personnel Srvcs	$1,748,205
Materials & Supplies	$1,225,095
Books & Materials	$4,143,026
Equipment	$1,734,687
Branch Roofing & Other M	$490,000
Srvcs Other Depts	$1,519,148
TOTAL	$46,066,005

CATEGORIES OF EXPENSE



SAN FRANCISCO PUBLIC LIBRARY
FINAL BUDGET FY 1999-2000

CHART 5

Main Library	$10,374,218
Branch Libraries	$11,245,790
Techn Srvcs	$3,124,272
Info. Rsrc. Mgt	$4,537,374
Public Affairs	$785,399
Automation Srvcs	$3,353,001
Operations	$5,174,849
Admin	$2,762,381
MOCYF	$431,687
Prop J	$4,127,031
Fuhrman Fund	$150,000
Total	$46,066,005

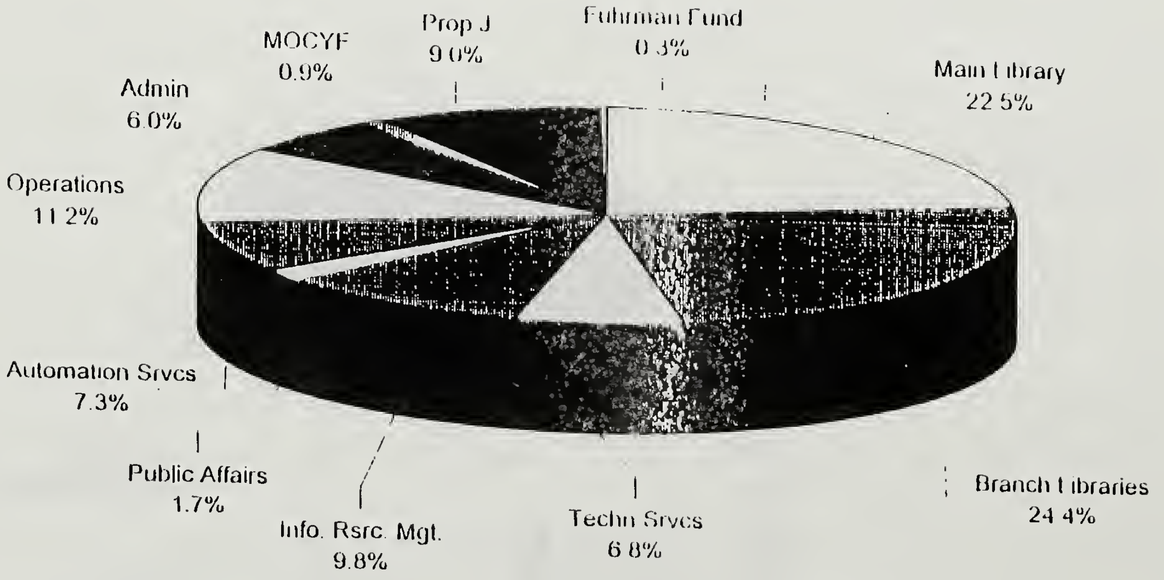
Public Services	$30,866,100
Public Service Support	$12,437,524
Administration	$2,762,381
Total	$46,066,005

Public Services
- Main
- Branch
- Information Resrce Mgt.
- Proposition J
- MOCYF

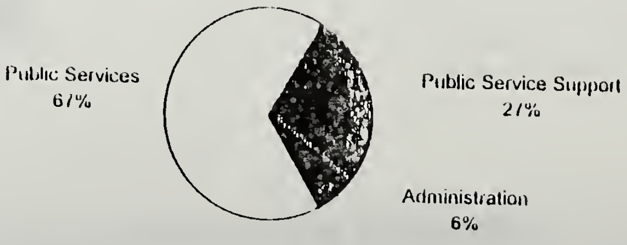
Public Service Support
- Technical Services
- Automation Services
- Operations
- Public Affairs

Administration
- City Librarian's Office
- Finance Office
- Human Resources Office

BUDGET BY PROGRAM



PERCENT OF BUDGET



SAN FRANCISCO PUBLIC LIBRARY
FINAL BUDGET FY 1999-2000

Main	174.11
Branch	189.03
Techn Srvc	46.54
IRM	8.13
Public Affairs	10.01
Automation	15.11
Operations	64.21
Admin	22.14
MOCYF	6.00
Prop J	58.78
Total	594.06

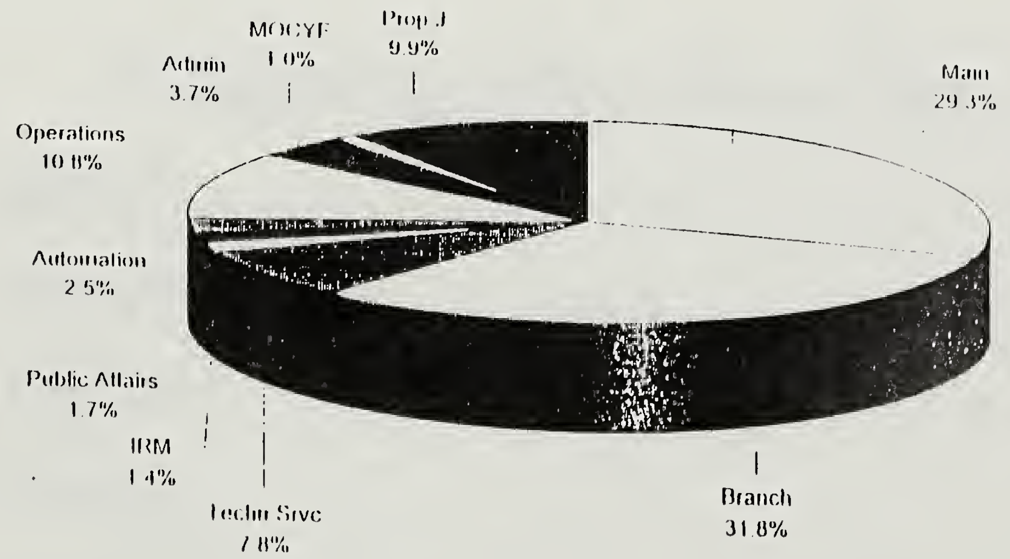
Public Service	436.05
Public Service Support	135.87
Administration	22.14
Total	594.06

Public Services
- Main
- Branch
- Information Resrce Mgt
- Proposition J
- MOCYF

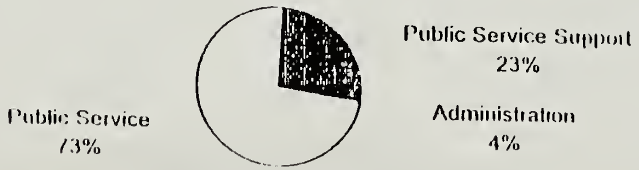
Public Service Support
- Technical Services
- Automation Services
- Operations
- Public Affairs

Administration
- City Librarian's Office
- Finance Office
- Human Resources Office

FTE BY PROGRAM



Percent of FTE



1995-96	$24,236,436
1996-97	$25,963,649
1997-98	$29,493,373
1998-99	$32,649,602
1999-2000	$35,205,844

% Change from FY 1995-96

1995-96	
1996-97	7.13%
1997-98	21.69%
1998-99	34.71%
1999-2000	45.26%

LABOR COSTS

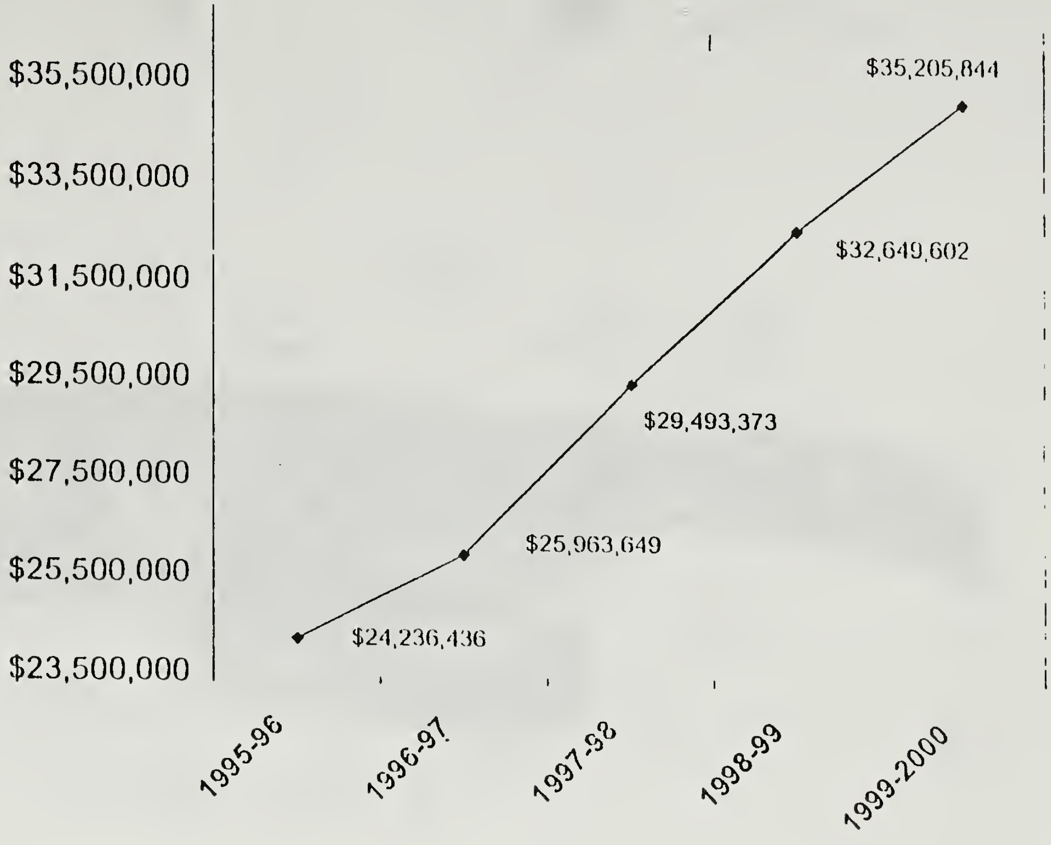


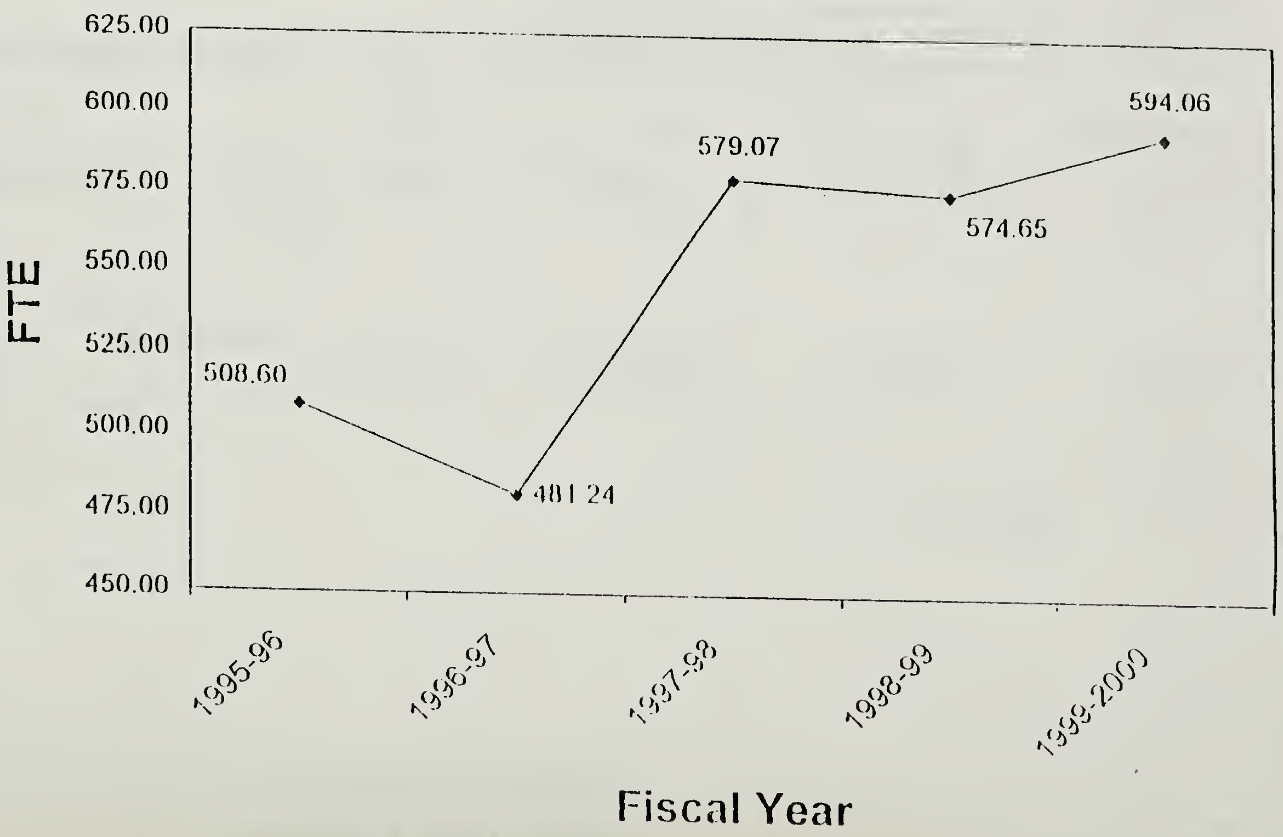
CHART 8

1995-96	508.60
1996-97	481.24
1997-98	579.07
1998-99	574.65
1999-2000	594.06

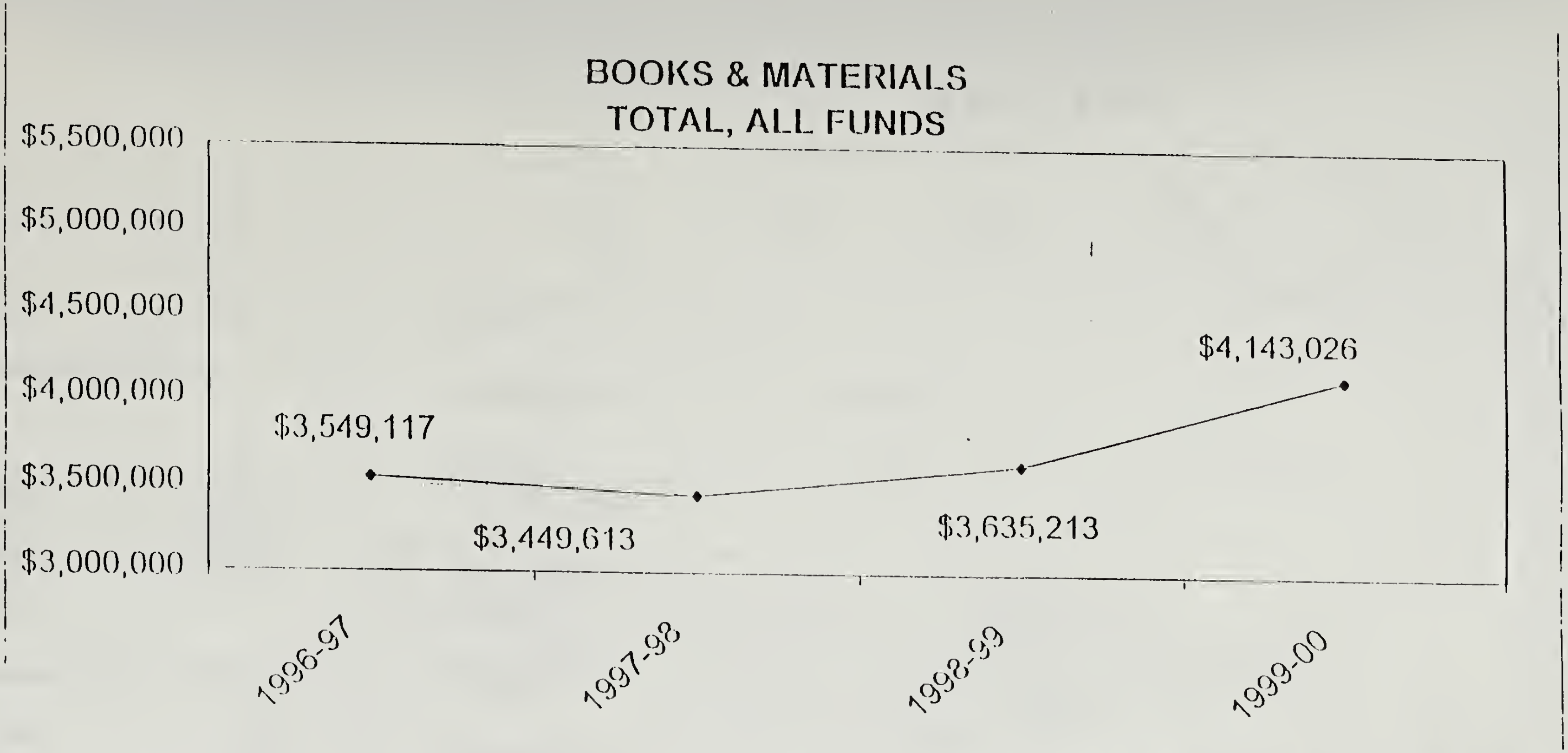
% Change from FY 1995 96

1995-96	
1996-97	-5.38%
1997-98	13.86%
1998-99	12.99%
1999-2000	16.80%

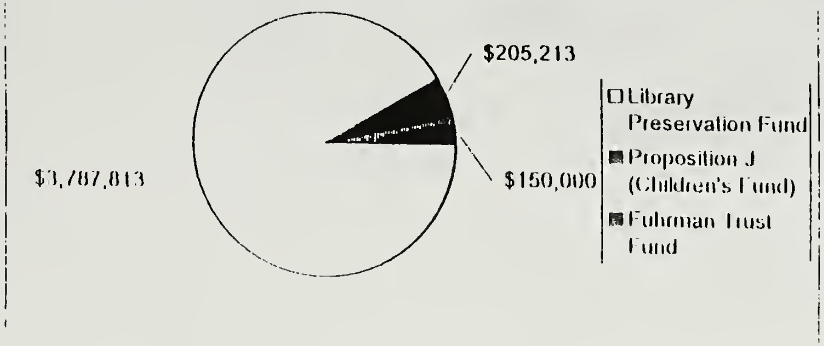
BUDGETED FTE BY FISCAL YEAR



BOOKS & MATERIALS
TOTAL, ALL FUNDS



FY 1999-2000 Book Budget by Source



NOTE: FY 1996-97 and 1997-98 reflect actual expenditures. FY 1998-99 reflects *budgeted* baseline expenditures -- excludes one time appropriations from the Public Library Fund ($250,000) and the John Morris Bequest ($187,000). The FY 1999-2000 budget reflects a $507,813 or 13.96% increase over the previous fiscal year baseline budget.

J9-2000
BOOKS MATERIALS BUDGET BY SOURCE

	Fuhrman	Prop J	Prop E	TOTAL
FY 1998-99 BASELINE	$150,000	$205,213	$3,280,000	$3,635,213
BUDGET CHANGES	$0	$0	$507,813	$507,813
FY 1999-2000 BUDGET	$150,000	$205,213	$3,787,813	$4,143,026
Percentage Change	0.00%	0.00%	15.48%	13.97%

1998/99
[illegible] - $350,000
Gift - 15,000

FY 1998-99 BOOKS AND MATERIALS BUDGET

	BUDGETED				SUPPLEMENTAL				GRAND TOTAL
	PROP E	PROP J	FURHMAN	TOTAL	PLF	GIFTS	OTHER	TOTAL	
Fixed Costs	$1,424,327	$205,213	$0	$1,629,540	$0	$7,000	$0	$7,000	$1,636,540
Periodicals	$669,327	$15,673	$0	$685,000				$0	$685,000
Databases	$305,000			$305,000				$0	$305,000
MSO	$190,000			$190,000		$7,000		$7,000	$197,000
OCYS		$189,540		$189,540				$0	$189,540
Pre-processing	$160,000			$160,000				$0	$160,000
Acq Contingency	$100,000	$0	$0	$100,000		$0		$0	$100,000
Discretionary	$1,855,673	$0	$325,000	$2,180,673	$250,000	$180,000	$0	$430,000	$2,610,673
Main (Subtotal)	$838,762	$0	$150,000	$988,762	$112,000	$60,000	$0	$172,000	$1,160,762
Books and other materials	$438,762			$438,762	$72,000	$60,000	$0	$132,000	$570,762
Standing Orders and Bus. Srvcs.	$400,000		$150,000	$550,000	$40,000			$40,000	$590,000
Branch (Subtotal)	$592,514	$0	$0	$592,514	$102,000	$60,000	$0	$162,000	$764,514
Books and other material	$517,257			$517,257	$102,000 a/	$60,000		$162,000	$679,257
Standing Orders and Bus. Srvcs	$75,257			$75,257				$0	$75,257
Children and Teens (Subtotal)	$424,396	$0	$0	$424,396	$36,000	$60,000	$0	$96,000	$520,396
Books and other material	$424,396			$424,396	$36,000 b/	$60,000		$96,000	$520,396
Unallocated	$0	$0	$175,000	$175,000	$0	$0	$0	$0	$175,000
	$0	$0	$175,000 c/	$175,000	$0			$0	$175,000
GRAND TOTAL	$3,280,000	$205,213	$325,000	$3,810,213	$250,000	$187,000	$0	$437,000	$4,247,213
Budgeted Authority	$3,280,000	$205,213	$325,000	$3,810,213	$0	$0	$0	$0	$3,810,213
Variance	$0	$0	$0	$0	$250,000	$187,000	$0	$437,000	$437,000

a/ Includes $30,000 for the Mission Branch collection, $15,000 for Oceanview Branch collection, $35,000 to replace MURLS funding

b/ Includes $14,000 to replace MURLS funding

c/ Represents expenditure reduction. Total of $325,000 appropriated in FY 1998-99. Due to revenue shortfalls, spending will be reduced

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ACCESS, DISCOVER, EMPOWER

L. BROWN, JR.

T H. LLORENTE
ent

ES A. HIGUERAS, A.I.A.
resident

IE K. CHIN
N A. COULTER
L STEIMAN
A. STREETS
N WELTMAN SWIG
issioners

IA MINUDRI
ibrarian

AEL HOUSH
ssion Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Tuesday, August 3, 1999

(As approved amended Sept. 7, 1999)

The San Francisco Public Library Commission held a regular meeting on Tuesday, August 3, 1999 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:48 PM by Vice President Higueras.

The following members were noted present: Vice President Higueras and Commissioners Coulter, Streets, and Swig. President Ernie Llorente and Commissioner Steiman were noted excused attendance.

The Commission Secretary announced that Item #10 a proposed Affirmative Action Policy would be continued to the next regular meeting of the Library Commission at the request of the Department of Human Services to allow time for additional review.

APPROVAL OF MINUTES of the regular meeting of June 1, 1999.

MOTION: approval of the regular meeting Minutes of June 1, 1999 was moved by Commissioner Coulter, seconded by Commissioner Streets.

Public Comment: An anonymous member of the public critiqued how the "character" of the meeting and level of detail were related in the Minutes. Mr. Peter Warfield commented on nuances of his comments regarding the online catalog and details of an item in Library Finance Director George Nichols' report on the budget as reported in the Minutes and suggested reporting greater detail related to other comments.

Commissioner Streets inquired regarding how the arrival of Commissioner's joining a meeting in progress was noted.

Commissioner Chin joined the meeting at 5:57PM

ACTION: APPROVED AYE 5-0 (Chin, Coulter, Higueras, Streets, and Swig)

CITY LIBRARIAN'S REPORT

Deputy City Librarian Susan Hildreth reported on the Library staff's participation at the American Library Association meeting in New Orleans. The Deputy City Librarian described the details of that next phase in the re-carpeting project. Ms. Hildreth reported to the Commission on steps taken to improve cash management practices at branch libraries following an extensive review by the Controller's Office. Ms. Hildreth reported that increased staff training would be implemented and cash registers providing patron receipts would be placed in branches. The Deputy City Librarian outlined recent materials acquisition and Library circulation statistics. She noted that reductions in circulation statistics are a phenomenon found in

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libraries nationwide and could reflect increased use of Internet resources. Ms. Hildreth next provided the Commissioners with updates on improvements at branch libraries.

Public comment: none offered

Commissioner Streets inquired regarding the details of the new cash management guidelines, in particular regarding amounts of cash involved and concerning aspects of oversight by branch staff. Library Finance Director George Nichols further explained the city's requirements, the Controller's suggestions and how the Library proposed to carry out these requirements. Vice President Higueras asked concerning the Library's efforts to measure usage of electronic resources and if there was a professional standard for gathering such data. The Deputy City Librarian noted that she served on a Public Library Association Committee developing a model standard and expected a method of assessing this kind of information to be developed and available by next Spring. She additionally reported that increased usage of electronic resources was expected and that the stable circulation of other materials could reflect the impact of such increased electronic resource usage by patrons.

LIBRARY SENIOR ADMINISTRATIVE STAFF REPORT

Library Director of Public Affairs, Ms. Marcia Schneider reported on upcoming exhibits: a California sesquicentennial exhibit sponsored by the California State Library: "Heading East, California's Asian Pacific Experience" and "Westward Bound" a book arts in the inter-mountain western states exhibit sponsored by the Utah State University Library's Book Arts program. She reported the latter exhibit will feature a work by our own Book Arts and Special Collections Manager Asa Peavy. An opening reception and lecture will be held in the Latino/Hispanic Room from 2-4PM on August 21, 1999. Ms. Schneider also discussed this month's "Open Books, Writers At The Library" with Po Bronson. It was noted that as author of Nudist on the Late Shift, he will discuss his fictional view of contemporary life in Silicon Valley. This month's "Alternative Voices" program was reported to be on The Rolling Stone Book of Beats, a compilation of essays that appeared in Rolling Stone magazine concerning "Beat Generation" writers. In response to a question by Commissioner Chin, Ms. Schneider noted the dates of the exhibitions described.

Public comment: An anonymous member of the public inquired regarding the status of a Commission discussion of the proposed new Library image. Mr. Peter Warfield inquired regarding exhibits derived from materials in the Library's collections.

Responding to a question by Vice President Higueras, Ms. Schneider suggested that a presentation of the new Library image could be scheduled at an upcoming meeting. Additionally, the Deputy City Librarian noted that due to lack of personnel and cost involved there were no plans to mount an exhibit based in the Library's collections at this time.

OCEAN VIEW BRANCH CONSTRUCTION REPORT

By Mr. Edgar Lopez, Bureau of Architecture, DPW

Mr. Lopez provided the Commission with a status report covering the initial period of construction of the new Ocean View Branch Library (copies attached). The $1,259,177.00 contract was reported being awarded to Pacific Engineering Builders, Inc. on March 3, 1999. Mr. Lopez reported a projected completion date as March 28, 2000. He also described in detail various aspects of the work completed to date and proposed for the next few weeks. The project was reported as on schedule despite delays created by materials shortages. A $3,000.00 change order was outlined related to foundation concrete work. In response to a question from Vice President Higueras it was confirmed that no delays resulted from change orders and that contingency funds were ample to cover any unanticipated problems. Mr. Lopez also noted that all change orders and any issues which could impact the schedule for construction would be discussed with the Library's representative weekly. Answering Commissioner Chin, differing expectations concerning possible problems in building a new facility as opposed to renovating an older building were discussed.

Public comment: Mr. Ed Regan lauded construction of the new branch and suggested that increased hours of service be considered.

POST OCCUPANCY EVALUATION PRELIMINARY REPORT

By Cynthia Ripley, Florence Mason, and Susan Kent

The Post Occupancy Evaluation team was introduced, its members credentials and experience discussed and its approach taken and processes employed to gather data were highlighted. Ms. Ripley presented a detailed overview of their preliminary (copy attached) findings and recommendations on the Post Occupancy Evaluation (POE) of the Main Library. A final report was projected to be available in the Fall. Library staff's insight concerning fundamental issues involved, their suggestions proposed, and cooperation in this process was lauded. The goal of improving public access to library services was described as the foundation of the report. Exhaustive efforts to include library staff in identifying problems and with development of recommendations in the report was noted. A three to five year plan for initial implementation of proposed changes was suggested. Next, Ms. Mason reported on specific aspects of the preliminary findings and recommendations. She described findings involving the nature of the building's space limitations, the kinds of difficulties experienced by staff and patrons in using the building, and detailed functional difficulties with building systems and specific work areas despite some improvements. Mention was made of a 150 item list, currently being refined, for problems described as " left over from the construction contract". Ms. Mason noted that the building is moving through the transition between a "new" building to one needing modification to meet changing needs. She identified three "strategic priorities" supported by recommendations for change as: creating more space for public use of the

Library's existing collections; overall improvement to staff work areas, and develop Brooks Hall as an archival materials storage/service center for both materials storage and archive related public access. Ms. Mason further explained the preliminary recommendations related to maximizing public access to all kinds of library services and easing physical access by reorganization of the building lay-out on every floor of the Main Library. Changes in materials handling process and systems as well as reconfiguration of materials processing and methods of speeding return to public access of materials was described. A slide presentation of the various plans expressing proposed changes was presented. POE Team member Los Angeles City Librarian Susan Kent then discussed how changes in the kinds of library services the public demands impact existing, even relatively new, libraries. She noted increased demand for both traditional and innovative services and suggested they could be addressed through adjusting the way the Main Library serves its public of browsers, searchers, and those needing staff assistance.

Commissioner Chin left the meeting at 7:20 PM and returned at 7:24 PM

Public comment: An anonymous member of the public discussed previous efforts at criticism of the Main Library, commented on the nature of and perceived pit-falls in doing a post occupancy evaluation, and observed that the materials on the POE were only made available at the meeting in which they were discussed. Mr. Ed Regan suggested that related materials in the collection now in separate areas be moved together and that a space be set aside for encyclopedias. Mr. Andre Spearman, Local 790 commented favorably on the presentation and expressed a hope that more information on the post occupancy evaluation process would be made available to the public to encourage more input into the final report. Ms. Barbara Berman of the Friends and Foundation of the San Francisco Public Library expressed satisfaction with the balanced nature of the preliminary report, emphasizing positive as well as negative aspects of the Main Library. Mr. Peter Warfield expressed a wish that more information concerning the discussion of the post occupancy evaluation had been available earlier, requested to examine the entire two volume copy of the preliminary report, regretted that the online catalog was not more extensively addressed in the report, and questioned the data underlying the model of a decision making process described to be used in choosing allocation of library shelf space for various materials.

Vice President Higueras called a recess at 7:25 PM
The Commission returned to session at 7:30 PM

In response to questions by Vice President Higueras and Commissioner Streets, Ms. Ripley outlined a proposed schedule for carrying out the remaining steps in completing the post occupancy evaluation and producing a final report in the Fall. She also noted that the final report would include discussion of the long-term budget implications of carrying out the recommendations of the POE. Vice President Higueras requested that in order to gather additional public comments the preliminary report be made available for a period of time with copies made available to members of the public, that the draft report be posted on the Library website, and that the Commission Secretary be designated to gather and transmit any additional comments offered by the members of the public. Ms. Ripley informed Commissioner Chin that the final report could be expected in a month to six weeks. Additionally, Ms. Mason indicated that recommendations believed to be of greater importance will be so ranked in the final report. She further observed that there were a number of individual small scale problems that could begin to be addressed immediately. Commissioner Streets requested that the Deputy City Librarian and the Library Finance Director provide the Commission with a detailed report concerning revenue sources and budgetary resources that will be needed to carry out the recommendations included in the Post Occupancy Evaluation. Ms. Hildreth suggested that some items recommended could be included in the normal process of planning for the next budget. She also pointed out other items suggested, such as an expanded role of Brooks Hall as the City Archive, which the Library currently undertakes, but which should have its own City Budget line item, might take longer to address. The Deputy City Librarian suggested that budgetary decisions related to the POE could be included as an element in the preparation of the next budget. Commissioner Coulter expressed his approval of the report and many of its recommendations, inquired if the Main's architects had been asked to comment and recommended their inclusion in crafting answers to some of the problems identified, discussed Brooks Hall as a necessary and useful addition to the Main, and pointed out the significant potential cost involved in carrying out many of the major recommendations in the preliminary report. He also inquired concerning steps to hold the contractors accountable for defective work. Commissioner Coulter also urged vigilance in addressing management and routine maintenance problems mentioned in the report, called for development of a collection management/weeding program, and encouraged library staff to think flexibly in meeting the changing needs of the Library. Vice President Higueras commented that this report is an important tool in the continuing evolution of the Main Library.

FRIENDS AND FOUNDATION REPORT

By Co-directors Margie O'Driscoll and Chuck Forester

The Co-director Chuck Forester of the Friend and Foundation of the San Francisco Public Library presented an overview of the process and activities which led to the merger of the Friends of the San Francisco Public Library and the Foundation of the San Francisco Public Library on July 1, 1999. Ms. O'Driscoll next discussed details of the merged organizations' proposed $1 million in support of activities during the next fiscal year. She pledged continued support of the existing Library activities of the Friends and the Foundation both at the Main and in Branches. Ms. O'Driscoll identified raising of $250,000.00 for new furniture and fixtures for the new Ocean View Branch as a primary goal as well. Ms. O'Driscoll reported that major fundraising programs such as the annual book sale will continue to be held, including this year's event during September 9-12, 1999 at Fort Mason. The literary lecture series and the Laureate's Dinner were also noted expected to continue. Board members Ms. Barbara Berman and Ms. Debra Doyle were introduced.

Public comment: none offered

Commissioner Coulter and Vice President Higueras congratulated the Friends and Foundation staff and volunteers for their outstanding support for library programs. In response to a question by Vice President Higueras Ms. O'Driscoll described the on-going process to draft a new memorandum of understanding (MOU) with the Library. Deputy City Librarian clarified how events management at the Main will be managed during the next year. In response to Commissioner Chin it was noted that membership had doubled since the merger was undertaken. Mr. Forester pointed out increased fundraising efforts as well.

MISSION BRANCH GARDEN DESIGN

By Ms. Robin Burgstahler

Ms. Robin Burgstahler of Library Operations and Maintenance described the circumstances and sources of funding which led to the proposed creation of a small side garden adjoining the Children's Room at the Mission Branch. Project costs were projected at less than $50,000. In response to a question by Commissioner Chin it was noted that the design (copy attached) was prepared by the Department of Public Works with input from Mission Branch staff and neighbors. It was additionally noted that consideration of potential problems was a major element in creating the design. This request for Commission approval was noted as preliminary to requesting the Charter mandated approval by the Arts Commission. Ms. Burgstahler informed the Commissioners concerning details of the rest of the process that could result in the creation of the garden space.

Public comment: none offered

MOTION: Commissioner Chin, seconded by Commissioner Coulter moved approval of the proposed design.

ACTION: APPROVED AYE 5-0 (Chin, Coulter, Higueras, Streets, and Swig)

PROP. E AND STRATEGIC GOALS PLANNING MEETINGS REPORT

Deputy City Librarian Susan Hildreth discussed the schedule of Prop. E (Library preservation Fund) Hearings planned and expressed the hope that the entire series could be concluded by the end of September. She further outlined work on the strategic planning process currently underway with a target date for submission to the Commission in November.

Public comment: An anonymous member of the public discussed website postings of library meetings of interest to the public and discussed occurrences at Prop. E meetings attended. Ms. Deetje Boler observed low attendance at Prop. E meetings she had attended, questioned the adequacy of notice for the meetings, and inquired concerning meetings to be scheduled in September. Mr. Peter Warfield commented on the attendance at Prop. E meetings, suggested a need for greater outreach efforts publicizing the meeting, requested greater documentation and availability of comments offered by the public at Prop. E meetings, commented on a Commissioner's conduct at a Prop. E meeting.

Ms. Hildreth responded to Commissioners' questions regarding how the meetings are being publicized with details of the extensive efforts being made to inform the public concerning Prop. E meetings. Commissioner Swig requested information concerning upcoming Prop. E Hearings.

FY '99-2000 BUDGET UPDATE REPORT

Library Finance Director George Nichols.

Mr. Nichols reported (copy attached) on the details of the 1999-2000 Library Budget. He reported approval by the Board of Supervisors and Mayor Brown was $3.5 million greater than the current budget. The Finance Director discussed various reductions and noted that they would have no significant impact on Library services. Mr. Nichols called attention to various budget planning efforts which will be undertaken for next year's budget.

Public comment: Mr. Peter Warfield commented favorably on the increase in the book budget and inquired regarding details of lobbying activities which led to the increase in the Library's budget. Ms. Deetje Boler urged that the increase in the book budget be used to replace older and out of print books to maintain such familiar materials in the collection.

Commissioner Chin inquired concerning details of the training program authorized by the budget. Commissioner Streets requested that information being consider in planning for next year's budget be provided sufficiently early to the Commission and interested members of the public, perhaps at a budget workshop, so that there could be greater public understanding of how and why the budget is structured.

SUPPLEMENTAL APPROPRIATION

by Library Finance Director George Nichols

The Library Finance Director discussed the details of the supplementary funding request. He noted that the correct amount of the request should be $134,000 rather than $133,000. The services to be funded including retrospective cataloging of materials in the collection were described. Approval of the supplemental appropriation was reported to permit continuation of existing contracts to inventory and catalog materials.

Public comment: Mr. Peter Warfield asked if any of these funds would be used to improve existing incomplete or short records.

The Deputy City Librarian informed the Commissioners that the cataloging work funded by the supplemental appropriation covered both uncataloged and partially cataloged materials. She suggested that a detailed report on this issue could be brought to the Commission at an upcoming meeting.

MOTION: Commissioner Coulter , seconded by Commissioner Streets moved authorizing request for approval by the Board of Supervisors and the Mayor of a supplemental appropriation of $134,000.00 in State library funds.

ACTION: APPROVED AYE 5-0 (Chin, Coulter, Higueras, Streets, and Swig)

LABOR UNION REPORT: no report was offered.

NEW BUSINESS: Vice President Higueras requested a report on the status of proposed facilities improvements, particularly related to seismic upgrades and any potential bond issue requests that the Library might wish to undertake.

Public comment. Mr. Ed Regan suggested that whenever branches are renovated that the public would be informed of proposed plans and that any such plans include creation of both senior citizens and pamphlet rooms in each branch library.

PUBLIC COMMENT: An anonymous member of the public suggested that the preliminary report on the post occupancy evaluation sustained previously expressed views concerning the Main Library, the importance of recognizing realities, critiqued processes and attitudes regarding attention to detail imputed to the Commission during the building of the Main Library. Mr. Ed Regan recommended consideration of additional library hours, creation of office space for branch librarians, more staff for branch libraries, and that branch libraries should be more complete libraries. Mr. Peter Warfield urged that items requested by Commissioner appear on Commission Meeting agendas.

ADJOURNMENT

MOTION: Commissioner Chin, seconded by Commissioner Coulter moved to adjourn the meeting.

Public comment: none offered

ACTION: APPROVED AYE 5-0 (Chin, Coulter, Higueras, Streets, and Swig)

The meeting was declared adjourned at 8:55 PM

Michael Housh, Library Commission Secretary 9/8/99

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

San Francisco Public Library
ACCESS, DISCOVER, EMPOWER

NOTICE OF MEETING

The regular meeting of the San Francisco Public Library Commission will be held as follows:

'99

lie L. Brown, Jr.
or

est H. Llorente
ident

rles A. Higueras, A.I.A.
President

nie K. Chin
ven A. Coulter
ol Steiman
n A. Streets
ian Weltman Swig
missioners

Minudri
rarian

hael Housh
mission Secretary

DATE: **Tuesday, September 7,1999**
TIME: **5:30 PM**
PLACE: **Koret Auditorium**
Main Library, lower level

DOCUMENTS DEPT.
AUG 3 1 1999
SAN FRANCISCO
PUBLIC LIBRARY

The meeting will be called to order

AGENDA:

1. **APPROVAL OF THE MINUTES** **ACTION**
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of August 3, 1999.

2. **CITY LIBRARIAN'S REPORT** by Deputy City Librarian Susan Hildreth
(This item is to allow the City Librarian to report on recent Library activities and make announcements)
This report will consist of: branch projects, Y A grants, Bay Guardian Award for Main Library, affinity group activities report, Audio Visual returns, and an Internet sign up update.

3. **SUMMER READING**
By Ms. Toni Bernardi, Chief of Children and Youth Services
Presentation and discussion of a report on the Library's children, youth, and teen Summer Reading Program.

4. **OCEAN VIEW CONSTRUCTION REPORT**
by Mr. Edgar Lopez, Department of Public Works
A status report on and discussion of the construction of the new Ocean View Branch Library.

5. **NEW LIBRARY IMAGE** **ACTION**
Presentation of, discussion of, and possible action to approve proposed new library image created by Mr. Sumner Stone.

6. **TOOL LENDING LIBRARY VIDEO**
Presentation and discussion of a video report on the Berkeley Public Library's Tool Lending Library program.

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Library Commission Meeting
September 7, 1999
Page 2.

7. LIBRARY PROP. E AND STRATEGIC GOALS AND PLANNING MEETINGS REPORT by Deputy City Librarian Susan Hildreth.
Presentation on and discussion of the mandated Proposition E (Library Preservation Fund) hearings on library hours and library strategic planning.

8. COMMISSIONER'S REPORT
By Commissioners Chin and Swig
Presentation and discussion of an update on the California State Library's Library Commissioner and Trustees training workshop.

9. LABOR UNION REPORT
(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

10. NEW BUSINESS
(This item is to allow Commissioners to introduce new agenda items for consideration.)

11. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

12. ADJOURNMENT (requires motion and public comment) **ACTION**

8/26/99 - M.Housh, Commission Secretary

Willie L. Brown, Jr.
Mayor

Ernest H. Llorente
President

Charles A. Higueras, A.I.A.
Vice President

Lonnie K. Chin
Steven A. Coulter
Carol Steiman
Fran A. Streets
Darian Weltman Swig
Commissioners

Regina Minudri
City Librarian

Michael Housh
Commission Secretary

San Francisco Public Library
ACCESS, DISCOVER, EMPOWER

L. Brown, Jr.
H. Llorente
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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Tuesday, September 7, 1999

(approved as amended October 5, 1999)

The San Francisco Public Library Commission held a regular meeting on Tuesday, September 7, 1999 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:44 PM by President Llorente.

The following members were noted present: President Ernie Llorente, Vice President Higueras and Commissioners Coulter and Steiman. Commissioners Streets and Swig were noted excused attendance.

Commissioner Chin joined the meeting at 5:47PM.

APPROVAL OF MINUTES of the regular meeting of August 3, 1999.

MOTION: approval of the regular meeting Minutes of August 3, 1999 as amended was moved by Commissioner Coulter, seconded by Vice President Higueras.

Public Comment: An anonymous member of the public critiqued reporting of Vice President Higueras' comments regarding the post occupancy evaluation and reported public comment regarding Commission website postings.

Vice President Higueras asked that the approved Minutes reflect his statement that the Commission welcomed additional public comment on the POE and that his request for further public input and related information be posted on the Library website.

ACTION: APPROVED AYE 5-0 (Chin, Coulter, Higueras, Llorente, and Steiman)

CITY LIBRARIAN'S REPORT

Deputy City Librarian Susan Hildreth first reported on branch projects. She described building repairs and interior renovations at the Golden Gate Valley Branch, with its reopening scheduled for October 18, 1999. The Deputy City Librarian described seismic retrofit work performed and proposed for the branch libraries. She reported on the seismic rating status of branch locations and discussed possible means of financing the needed work. Ms. Hildreth reported to the Commission on state library YA grants for teens; pointing out two $5,000 grants for North Beach and Chinatown branches permitting purchase of Chinese language graphic novels and an extensive of array other Chinese language teen oriented materials. Ms. Hildreth reported that the Main Library had been given an award by the San Francisco Bay Guardian as "Best Free Intergenerational Entertainment" in its recent "Best of the Bay" issue. The Deputy City Librarian discussed recent staffing changes and various activities involving the Library's affinity centers and their supporting affinity groups. Ms. Hildreth announced that video returns are now being accepted at all branches rather than requiring that such materials be returned only to the branch from which they had been borrowed. Ms. Hildreth reported on major changes in the Internet sign up process at the Main Library. She described how a new sign up system addressed long-standing concerns and has gained popular acceptance from visitors and patrons.

Public comment: none offered

In response to a question by Commissioner Steiman it was noted that seismic retrofit work was complete at the Presidio, Park, Sunset, Chinatown, and Mission Branches. President Llorente inquired concerning what could be done to address the severe seismic risk at branch locations rated 4. The Deputy City Librarian described in further detail various options under consideration to fund needed seismic upgrades including city bonds, a possible branch improvement bond, and potential state library bonds. Ms. Hildreth noted that only city owned facilities not rental sites were rated. In response to an inquiry by President Llorente, the Deputy City Librarian promised additional reports on these matters to the Commission.

SUMMER READING

Ms. Toni Bernardi, Chief of Children and Youth Services provided a detailed report to the Commission on the recently completed Summer Reading Program. She noted participation by 11,134 children, a 4% increase. It was noted that 211 Children's Summer Reading programs were offered throughout the system. A reported 13,003 children and caregivers participated, marking a 10% increase over last year. Kidpower, the youth volunteer program, was described as having had 508 volunteers, who provided 9865 hours of assistance to librarians. This was noted as a 17% increase over last Summer. The teen program "Not What You Did Last Summer" was reported held at 13 branches this past summer with 288 teen participants.

Public comment: none offered

In response to a question by President Llorente, Ms. Bernardi described how teens volunteered to participate. Commissioner Coulter called attention to the highly regarded suggested reading list for lesbian and gay youth produced by the Library. Ms. Bernardi noted that the Library had received both national and international recognition for and interest in the lesbian and gay youth reading list and further noted that it likely would go into a second printing. Responding to comments by Commissioner Chin, Ms. Bernardi suggested that there was still much work to be done to reach the Library's potential teenager audience and committed to support the excellent work of our teen council.

OCEAN VIEW BRANCH CONSTRUCTION REPORT

Mr. Edgar Lopez, Bureau of Architecture, DPW reported that the project was on schedule and within budget targets. He described the project as 35% complete and described details of the work already complete. Mr. Lopez then outlined the expected progress in the coming weeks. He called attention to a correction in the figures reported for change orders, noting a math error in the report. Aspects of the art work selected were described.

Public comment: none offered

Responding to a question by President Llorente, Mr. Lopez described how revisions in the project would be made, emphasizing the active participation by Library staff in any changes. It was pointed out that current change orders were less than 1% of budget set aside for this purpose.

NEW LIBRARY IMAGE

Ms. Marcia Schneider, Chief of Public affairs gave the Commissioners an overview of various aspects of the history of and process involved in redesigning the Library's visual image. She noted that most city departments and agencies having images or identities other than the city seal did not involve their commissions in their development process. Ms. Schneider suggested that it was at the discretion of the Commission to choose to make selection of an identity a matter for Commission approval. She then introduced Library Book Arts and Special Collections Center Program Manager Asa Peavy who introduced internationally acclaimed artist/typeface designer Sumner Stone to make a presentation of proposed designs created in cooperation with a staff committee for a unique typeface and image for the Library's use. Mr. Stone provided an extensive description of the process and some sources of inspiration, (supplemented by projected slides), used to develop the proposed SFPL typeface and an image based on elements found in the Library's architecture. Samples of the proposed designs were distributed to the Commissioners. Mr. Stone noted that the proposed new typeface would be called SFPL.

Public comment: An anonymous member of the public called attention to Library holdings in the graphic arts, discussed personal experiences with and the significance of Mr. Stone's mentor, Lloyd Reynolds, as a famed and inspiring teacher, and spoke favorably of the choice of the design. Library staff member Sybil Boutillier praised the proposed designs as beautiful. Ms. Deetje Boler commented favorably on the dignified and beautiful typeface and the use of a spiral shape in the proposed image, but questioned its relevance for some members of the public. Mr. John Burkett, a library patron spoke favorably of the design as representing many different aspects of a library.

In response to President Llorente and Commissioners Coulter and Steiman's inquiry, Mr. Stone further discussed aspects of the logo's spiral pattern relating it to the Library. He also described how the logo would print on various kinds of Library documents and printed materials. While praising the proposed designs, Commissioners Chin and Steiman expressed regret that the Commission had not taken a greater role in the design process. Commissioner Coulter suggested that additional public comment be solicited through various means, including seeking press coverage of this proposal, before the Commission gave formal approval to the proposed new typeface and logo design. In response to President Llorente's questions, Ms. Schneider described the previous efforts to get press attention on this story and suggested that the image be posted on the Library website seeking public comment on the proposed designs. Commissioner Steiman suggested displays of the proposals at the Main and branches with comment cards made available. In response to President Llorente and Commissioner Chin's inquiry, Ms Schneider reported no negative input after extensive staff review opportunities. After a motion to approve the design was offered by Commissioner Steiman and seconded Commissioner Chin; Vice President Higueras suggested that the decision be postponed 30 days in an effort to make additional outreach for public comment on the proposal. After further discussion among the Commissioners the motion was withdrawn and the matter continued to the next regular meeting to allow any additional public comment. Commissioner Chin commented that although the result achieved was good the process employed to arrive at it could have been improved. Commissioner Steiman suggested that the designs be posted on the website and displayed at the Main and Branches for additional public comment. The Commissioners expressed their appreciation to Mr. Stone for his contributions to the Library's proposed new logo design and typeface.

TOOL LENDING LIBRARY

Deputy City Librarian Susan Hildreth discussed the proposal by the Board of Supervisors to create a San Francisco Tool Lending Library and introduced a video clip concerning the existing Berkeley Tool Lending Library. Ms. Hildreth noted that the Board of Supervisors has directed the Library, the Department of Recreation and Park, and the Department of Public Works to consider which could best operate such a facility and to submit a plan for implementation of the tool lending library to the Supervisors for their consideration before January 2000. A video news feature on the Berkeley Tool

Library was then presented. The Deputy City Librarian then outlined various preliminary steps Library staff has taken to move this proposal forward.

Public comment: An anonymous member of the public inquired regarding when the video presentation had been created, noted the video presented the concept well, but raised concerns that the tool library could dilute or supplant library services. Ms. Deetje Boler agreed with the prior speakers concern and strongly express her concern that such services are not appropriate, too costly, and strongly opposed labeling a tool lending center a "library". Mr. Ed Regan agreed with previous speakers' concerns feeling the concept worthy, but not appropriate for the library.

Responding to inquiries from Commissioner Steiman the Deputy City Librarian discussed the challenges in identifying appropriate staff for a tool lending center and described like kinds of programs operated by other city departments. Commissioner Higueras raised concerns regarding the risk the Library could face for future financial burdens if the Library was designated to operate the center. President Llorente and Commissioner Steiman expressed their concerns with the risk involved in taking on this program and suggested that other city departments could do a better job with this task. Commissioner Chin express interest in the per-person costs involved and whether this concept would work as well in San Francisco as it has in Berkeley. Commissioner Coulter joined Commissioner Chin in seeking additional information from the Berkeley Public Library. He also raised liability risk concerns and wished for more information concerning potential users. It was a general consensus of the Commission that staff should bring more information to them concerning the financial, staffing, and usage of any tool lending library to help inform their discussion of this proposal. Ms. Hildreth proposed to bring Berkeley Public Library staff before the Commission to address these issues. Commissioner Steiman emphasized that the Commission should arrive at a position on this matter before it is considered by the Board of Supervisors. Commissioner Chin noted that a non-profit organizations such as Asian Neighborhood Design might be an appropriate agency to operate such a program.

PROP. E AND STRATEGIC GOALS PLANNING MEETINGS REPORT

Deputy City Librarian Susan Hildreth updated the Commissioners concerning the Prop. E (Library Preservation Fund) Hearings. She detailed the completed hearings and described the schedule for the remaining hearings. She expressed the hope they will be concluded by the end of September. She reported that an initial draft of the strategic plan was going through an extensive staff and leadership group review process. Ms. Hildreth proposed its submission to the Commission in November.

Public comment: An anonymous member of the public commented that per request information on the Prop. E Hearings had been posted on the Library's website. Ms. Deetje Boler asked for clarification of information contained in reports based on the "clipboard" surveys at branch libraries and a telephone survey and another report addressing strategic planning questions. Mr. Ed Regan asked for an half hour extension of Prop. E Hearings from 8PM to 8:30PM.

LIBRARY COMMISSIONER'S REPORT ON STATE LIBRARY WORKSHOP

Commission Chin discussed details of a recent State Library sponsored Library Commissioner and Trustee Training Workshop on July 15, 1999 held in San Diego. She noted that Commissioner Swig, former Library Commissioner Virginia Gee, and she had participated in the extensive range of training and informational programs offered during the workshop. She spoke about the topics addressed and information disseminated during these sessions calling particular attention to issues like volunteer recruitment, fund raising, and the effort to gain support for approval of SB 3, a State Library Construction Bond proposal then before the State legislature.

Public comment: Mr. Ed Regan suggested creation of a State of California Library Card which could also be used as identification. An anonymous member of the public observed the former Library Commissioner identified as attending the workshop was Mrs. Virginia Gee.

LABOR UNION REPORT: no report was offered.

NEW BUSINESS: President Llorente informed the Commission that its longtime legal advisor Deputy City Attorney Sandi Schaefer had left the City to assume another position. It was a sense of the Commission that a formal letter of thanks and a certificate of appreciation, perhaps using the new logo, be prepared. Commissioner Coulter requested an update on the development of the Commission's Library Policy Handbook. The Secretary agreed to provide the Commissioners with current information on the handbook.

Public comment. An anonymous member of the public informed the Commission that both the Brown Act and the Sunshine Ordinance allowed an exception permitting adoption of purely commendatory resolutions not noticed in a meeting agenda.

PUBLIC COMMENT: Ms. Deetje Boler inquired regarding the status of Librarians staffing the various affinity centers, described the various communities and areas of interest of the designated affinity centers as reflecting “arbitrary” choices, and suggested consideration of a previous design for the Library’s logo. An anonymous member of the public expressed approval of the Commission’s efforts to seek additional public comment on the proposed new image, read from a transcript of remarks from a previous Commission meeting, and commented on the importance of public process. Mr. Ed Regan requested consideration of extended library hours of service from 6AM to Midnight seven days a week and the creation of a Labor information center to include copies of current labor contracts. Ms. Deborah Doyle of the Friends and Foundation of the San Francisco Public Library called the Commission’s attention to the annual book sale benefiting the Library being held during September 9-12, 1999.

Commissioner Higueras left the meeting at 7:58PM

ADJOURNMENT

MOTION: Commissioner Coulter, seconded by Commissioner Chin moved to adjourn the meeting.

Public comment: none offered

ACTION: APPROVED AYE 4-0 (Chin, Coulter, Llorente, and Steiman)

The meeting was declared adjourned at 8:12PM

Michael Housh, Library Commission Secretary 9/13/99

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, 6th Floor San Francisco, CA 94102

San Francisco Public Library

ACCESS, DISCOVER, EMPOWER

5/99

NOTICE OF MEETING

The regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, October 5,1999
TIME: 5:30 PM
PLACE: Koret Auditorium
Main Library, lower level

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The meeting will be called to order

AGENDA:

1. **APPROVAL OF THE MINUTES** **ACTION**
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of September 7, 1999.

2. **CITY LIBRARIAN'S REPORT** by Deputy City Librarian Susan Hildreth
(This item is to allow the City Librarian to report on recent Library activities and make announcements)
This report will consist of: a tool lending library update, recent library activities, and a recommendation for a special Commission meeting on October 19, 1999.

3. **LIBRARY SENIOR ADMINISTRATIVE STAFF REPORT**
(This item is to allow Library senior staff members to report on recent Library events and make announcements regarding upcoming events and community programs at the Main Library and branches)
A report by Marcia Schneider, Director of Public Affairs, on Library programs, upcoming events, and exhibitions during October 1999.

4. **OCEAN VIEW CONSTRUCTION REPORT**
by Mr. Edgar Lopez, Department of Public Works
A status report on and discussion of the construction of the new Ocean View Branch Library.

5. **NEW LIBRARY IMAGE** **ACTION**
Presentation of, discussion of, and possible action to approve proposed new library image created by Mr. Sumner Stone.

6. **LIBRARY PROP. E AND STRATEGIC GOALS AND PLANNING MEETINGS REPORT** by Deputy City Librarian Susan Hildreth.
Presentation on and discussion of the mandated Proposition E (Library Preservation Fund) hearings on library hours and library strategic planning.

Civic Center
San Francisco, California 94102

6. **FRIENDS AND FOUNDATION UPDATE REPORT**
Presentation on and discussion of current activities and possible future contributions by the Friends and Foundation of the San Francisco Public Library.

7. **LABOR UNION REPORT**
(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

8. **NEW BUSINESS**
(This item is to allow Commissioners to introduce new agenda items for consideration.)

9. **PUBLIC COMMENT**
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's consideration.)

10. **ADJOURNMENT** (requires motion and public comment) **ACTION**

9/2299 - M.Housh, Commission Secretary

City and County of San Francisco

Willie Lewis Brown, Jr., Mayor
Mark A. Primeau, AIA, Director

(415) 557-4700
FAX (415) 557-4701
http://www.sfdpw.com

Department of Public Works
Bureau of Architecture
30 Van Ness Avenue, Suite 4100
San Francisco, CA 94102-6020

Tara D. Lamont, AIA, Bureau Manager

OCEAN VIEW BRANCH LIBRARY

UPDATE REPORT (August 1999)

General Contractor:	Pacific Engineering Builders Inc.
Start Date:	March 29, 1999
Original contract time:	365 calendar days
Extension granted:	0
Original completion date:	March 28, 2000
Revised completion date:	March 28, 2000
Anticipated completion date:	March 28, 2000
Contract amount:	$ 1,259,177
Approved Change Orders:	$ 6,242
Percentage of completion as August 31	35%

Construction Progress/Issues

- Concrete block walls finished up to the first floor.
- Steel frame erection in progress.
- Window fabrication in progress.
- Form work for concrete shear walls in progress.

Construction Schedule

- Work is on schedule and projected to be complete within the contract time allowance.
- Work to be performed within the next two weeks includes:
  Pouring of concrete shear walls;
  Begin installation of metal decking;
  Complete concrete block walls.

Construction Budget

As of August 31, the total amount of approved Change Orders is $ 6,242. The following is a summary of the Change Orders:

Change Order No. 1: $ 3,000
- Modifications to site grading due to unforeseen condition involving adjacent properties.

Change Order No. 2: $ 6,242
- Client requested to add a storage closet and modify the book shelving. Also includes a modification to artwork structural support.

Notice

Prop E Hearings on Hours of Operation

Community Meetings on New Strategic Plan

The San Francisco Public Library has rescheduled the following community meetings to ask the public for help in determining hours of operation and development of a new Strategic Plan. Please join us at any of the following meetings to participate in this process:

All meetings will be held at 7:00 p.m.

Date	Branch to be discussed	Location of meeting
September 23, 1999	Bernal Heights	Bernal Heights Branch Library 500 Cortland Avenue (near Moultrie)
	Golden Gate Valley	St. Mary the Virgin 2325 Union St. (at Steiner)
	Noe Valley	Noe Valley Ministry 1021 Sanchez St. (at 23rd St.)
September 28, 1999	Glen Park	Glen Park Branch Library 653 Chenery Street (near Diamond)
	Marina	Marina Branch Library 1890 Chestnut Street (near Webster)
	Merced	Merced Branch Library 155 Winston Drive (at 19th Avenue)
	Potrero	Potrero Branch Library 1616 -20th Street (near Connecticut)
September 29, 1999	Anza	Anza Branch Library 550 37th Avenue (near Anza)
September 30, 1999	West Portal	West Portal Branch Library 190 Lenox Way (at Ulloa)

Additional meetings will be scheduled at other branch libraries in the near future. Assistive listening devices are available at all meetings if you reserve at least 72 hours in advance of the meeting you plan to attend. Please call (415) 557-4557 to reserve a device.

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Draft Minutes of the regular meeting of Tuesday, October 5, 1999

The San Francisco Public Library Commission held a regular meeting on Tuesday, October 5, 1999 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:42 PM by Vice President Higueras.

The following members were noted present: Vice President Higueras and Commissioners Coulter, Steiman, Streets, and Swig.

President Ernie Llorente joined the meeting at 5:44PM.
Commissioner Chin joined the meeting at 5:47PM.

APPROVAL OF MINUTES of the regular meeting of September 7, 1999.

MOTION: approval of the regular meeting Minutes of September 7, 1999 as amended was moved by President Llorente, seconded by Commissioner Coulter.

Public Comment: An anonymous member of the public criticized how the Minutes address “the point” of matters discussed in the Minutes, illustrating his views with examples. Mr. Peter Warfield expressed appreciation with greater specificity in reporting matters in the Minutes, requested suggestions by members of the public be highlighted when reported to give greater attention, suggested clarification of reported discussion on the nature of a website posting, and discussed the reporting of discussion concerning the proposed new Library image. Ms. Boler requested that she be only identified in the reporting of the Minutes when she specifically chose to identify herself, asked deletion of public comment concerning a “center for Dutch Women” attributed to her, and clarified attributed comments on the proposed Library image.

Vice President Higueras and Commissioner Steiman in response to previous comments requested deletion of the reported comments concerning the “center for Dutch women”.

ACTION: APPROVED AYE 7-0 (Chin, Coulter, Higueras, Llorente, Steiman, Streets, and Swig)

President Llorente assumed the Chair.

CITY LIBRARIAN’S REPORT

Deputy City Librarian Susan Hildreth outlined issues recommended to be addressed by a special meeting of the Commission to be called by the President for Tuesday, October 19, 1999. A presentation on the Berkeley Tool Lending Library and a report on the Library’s Collection Management process previously requested by the Commission were proposed as the principle topics for that special meeting. The Deputy City Librarian discussed

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delays that have occurred in the course of roof repairs and interior renovation requiring a change in the re-opening date for the Golden Gate Valley Branch to Saturday, October 30, 1999. She additionally reported that the Main Library re-carpeting project completed in mid- November.

In response to a question by President Llorente, the Commission Secretary confirmed that it was a prerogative of the Commission President to call special meetings of the Commission with appropriate public notice. President Llorente noted that it was his intention to call such a meeting for Tuesday, October 19, 1999. In response to questions by Commissioner Streets, the Deputy City Librarian described a number of pending matters that the Commission might need to address during the next couple of months. She felt the number of important topics pending before the Commission suggested a need for special meeting in October and perhaps November as well. Ms. Hildreth noted in response to an inquiry by Vice President Higueras that the delays experienced with the Golden Gate Valley Branch renovation project would not cause it to go over its projected cost.

Public comment: An anonymous member of the public commented on the importance of the Commission seeking public comment prior to deliberation of agenda items, positing a less adversarial climate is created by asking for comment first, and called attention to the importance of more Commission meetings in the absence of a permanent City Librarian.

LIBRARY SENIOR ADMINISTRATIVE STAFF REPORT

Ms. Marcia Schneider, Chief of Public Affairs called attention to the upcoming Remy Charlip's World events beginning with a opening exhibition of his works, a performance by Mr. Charlip and the San Francisco Arts project, and a reception "Peanut Butter Party" October 13, 1999. It was noted that the Library will also hold a series of ten workshops for children featuring his works which are all part of the Library's Children's literature collection and a also a November 16, 1999 multimedia retrospective of his theatrical, artistic, and literary accomplishments. Ms Schneider further described observance of California's 150th (Gold Rush and Statehood) Anniversary through a series of discussion groups, readings, and Chautauqua performances beginning on October 13, 1999 to be held in the Latino-Hispanic Room. It was also reported that the Bayview-Wadden Branch will hold its 10th Annual Poetry reading (Oct. 13th and 16th) and the program will be videotaped for later cable broadcast. A 3 year series of writing workshops on poetry prose. fiction, and memoirs conducted by local writers supported by a grant from the Lilia Wallace/Readers Digest Fund was reported as beginning on October 10, 1999. A lecture series "Queer at the End of the Century" continues with a program "Defending Our History" in the Koret Auditorium on October 16, 1999. An author program involving the sciences with Ken Croswell, a Berkeley Astronomer, discussing his book featuring astronomical photography on October 28, 1999 was noted. The Library's participation in the annual San Francisco Book Festival was outlined. In addition, Ms. Schneider provided the Commissioners with copies of recent materials produced by the Library for patrons' use and information.

Public comment: none offered

Commissioners Steiman and Chin expressed their appreciation for a Services to Teachers pamphlet produced to help inform school teachers about Library services and programs available to assist them. Commissioner Coulter commended the Harry Potter books "while you wait to get your book" alternative reading list and the lesbian/gay youth reading list urged Ms. Toni Bernardi, Chief of Children's Services to take steps to publicize its availability.

OCEAN VIEW BRANCH CONSTRUCTION REPORT

Mr. Edgar Lopez, Bureau of Architecture, DPW reported on recent activities in the construction of the new Ocean View Branch Library. Mr. Lopez presented a number of slides showing various aspects of the work in process. He called attention to the amount of the work already completed and reported on changes in the project requested by the Library. He reported the project on budget and well within its budget contingency.

Public comment: none offered

Responding to a question by President Llorente, details of Change order #3 was described. Responding to Vice President Higueras's query it was noted that future change orders based on unforeseen difficulties were a diminishing risk with 40% of the total project completed and having used less than 12% of the amount budgeted for such eventualities. In response to a question by Commissioner Streets, Mr. Lopez described aspects of the construction schedule and the contractor's responsibilities for project delays.

NEW LIBRARY IMAGE

Ms. Marcia Schneider, Chief of Public affairs further described to the Commissioners responses received to the Library website and branch library postings of the proposed new Library Image. She reported the specifics of each response. Ms. Schneider reported that the limited number of responses was equally divided between positive and negative comments. She noted that the typeface enjoyed broad support, but that questions were raised concerning use of the design based in an architectural element.

Public comment: An anonymous member of the public commented that the design failed being neither special enough nor particular enough to the library, was confusing being similar to that used by the Library Foundation, and raised questions regarding an appearance of improper influence given the role of private funds played in its development. Deborah Doyle of the Friends noted that the Friends of the San Francisco Public Library which provided funding for the development of the new image, noting that the Library Foundation was not involved in that aspect of it development and provided a correct spelling of her name. Ms. Deetje Boler found the typeface beautiful and dignified but felt that the spiral shape did not generalize to the entire library system, that a previous library image could be used, that the notice was unavailable for comment a her branch and perhaps more time would bring more comments and public input. Mr. Peter Warfield agreed with previous comments and, expressed disappointment that books or words were not a feature of the design.

Commissioner Steiman observed that the old Main Library doorknob design did not work well as a logo design, expressed approval of the design approach, and asked about the any future use of the New Main Campaign motto, Commissioner Swig expressed her support for the typeface but expressed concern with the design as it relates to the Library. Vice President Higueras and Commissioner Streets expressed concern with a possible public perception of a too close and limited association with use of the Main Library architectural element. President Llorente found the new image a major improvement over the current symbol. In response to questions from Vice President Higueras, the Deputy City Librarian and Ms. Schneider detailed the process used to solicit public comment at branch libraries and regarding the various sources from the comments received. Ms. Schneider further elaborated on the process Mr. Stone and library staff advisors followed in finally selecting a proposed final version. Commissioner Chin commented that the design strongly reflected the Main Library. Commissioner Coulter suggested that the Commission adopt the typeface and explore further modification of the logo design. He suggested perhaps a competition including school arts programs in choosing a final design. Responding to President Llorente, Ms. Schneider observed Mr. Stone had completed his agreed portion of this project and that perhaps the Commission could decide to only use the typeface design without any specific logo design. There was more discussion concerning various possible options among the commissioners. A $27,000.00 grant was identified as the source for funding the new image design. Ms. Schneider explained the various steps in the process used in arriving at the proposed design and identified the participants who contributed to the project in response to an inquiry by Commissioner Swig. Commissioner Chin expressed her wish that the process could have been better and had more involvement by the Commission. Commissioner Swig agreed concerning the process. but found the proposed new design an improvement.

MOTION: Commissioner Streets. seconded by Commissioner Steiman moved to accept the design and logo proposed by Mr. Stone as the new Library Image.

ACTION: APPROVED AYE 7-0 (Chin, Coulter, Higueras, Llorente, Steiman, Streets, and Swig)

PROP. E AND STRATEGIC GOALS PLANNING MEETINGS REPORT

Deputy City Librarian Susan Hildreth informed the Commission of completion of all but one of the Prop. E (Library Preservation Fund) Hearings. She proposed to bring to the Commission findings and recommendations related to Main and Branch hours gathered from these public hearings at a November Commission meeting. She detailed the work of the leadership group review process and the suggested that . Ms. Hildreth proposed that the Commission hold a second meeting in November to address these matters.

Public comment: An anonymous member of the public expressed a hope that the Commission would deliberate extensively when considering Prop. E issues and concern that the advice offered by the Leadership group could would vitiate any input gathered from the last two public hearings on strategic planning issues.

The Deputy City Librarian explained how the issues would be brought to the Commission to allow at least a month for additional public comments on the proposed Main and Branch Library days and hours proposal.

LIBRARY FRIENDS AND FOUNDATION UPDATE REPORT

Mr. Charles Forester, Acting Director of the Friends and Foundation of the San Francisco Public Library reported to the Commission concerning its recent and upcoming efforts on behalf of the Library. The most recent Book Sale produced a $100,000.00 gross was reported with 90% of books sold and the remainder donated to worthy organizations. Significant accomplishments in the Friends and Foundation's Ocean View Campaign to supplement the City's $1.7 million construction budget were noted in the effort to raise $267,000 in private support. Extensive neighborhood involvement and support for the campaign were described. Mr. Forester further commented on the estimated $900,000 in direct cash support and $280,000 in program support to the library proposed for the next fiscal year

Public comment: none offered

The Commissioners expressed there appreciation for the excellent support and hard work of the Friends and Foundation.

LABOR UNION REPORT: no report was offered.

NEW BUSINESS:
Commissioner Coulter proposed that the Commission agenda for consideration revision of the existing Branch Library Naming Policy, the Advisory Group Policy, and consider review of the Commission's previous 5 year Plan in light of proposals which are included in the proposed Strategic Plan. He also suggested a Commission meeting be specifically set to discuss how affinity groups integrate into all of he library's processes.

Public comment. An anonymous member of the public inquired concerning what specific agenda item rather a discussion of the issue that could arise from Commissioner Coulter's New Business item, and noted dissatisfaction with the existing Affinity Group Policy.

President Llorente and Commissioner Coulter expressed strong interest in agendaing an extensive Commission discussion of the entire range of issues involving Affinity groups.

Commissioner Steiman left the meeting at 7:32PM

PUBLIC COMMENT: An anonymous member of the public referred to author Frank McCourt's recounting of his discovery of a way to make real for his students the importance of recounting their lives through exposure to the life stories of their predecessors. Another anonymous member of the public expressed unhappiness with the Commissions' decision to approve the proposed new library image, accused the Commission of bowing to the influence of private money, and suggested that the public had not been informed that comments could continue to be made on Prop. E and the strategic Plan. Mr. Peter Warfield expressed approval of the proposed New Business items and puzzlement as to why proposed items did not appear on meeting agenda's, proposing that previous agenda proposals be flagged, and wondered why Post Occupancy Evaluation recommendations for immediate action, such as damage to books caused by the book handling system, were not addressed by the Commission as an urgent matter. Ms. Deborah Doyle of the Friends and Foundation clarified that the Library had requested support for creating the new logo, but that there were no conditions or recommendations regarding the proposed design attached to the gift of funds as to whatever choice the Library made.

Commissioner Chin left the meeting at 7:39PM

ADJOURNMENT

MOTION: Vice President Higueras , seconded by Commissioner Coulter moved to adjourn the meeting.

Public comment: none offered

ACTION: APPROVED AYE 5-0 (Coulter, Higueras, Llorente, Streets, and Swig)

The meeting was declared adjourned at 7:45PM

Michael Housh. Library Commission Secretary 10/14/99

Please note: These are draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary. 100 Larkin Street. San Francisco. CA 94102

San Francisco Public Library

ACCESS, DISCOVER, EMPOWER

NOTICE OF MEETING

A special meeting of the San Francisco Public Library Commission called by the Commission President will be held as follows:

DOCUMENTS DEPT.

OCT 15 1999

SAN FRANCISCO
PUBLIC LIBRARY

DATE: Tuesday, October 19, 1999
TIME: 5:30 P.M.
PLACE: Koret Auditorium
Main Library, lower level
Civic Center

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-1

ie L. Brown, Jr.
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est H. Llorente
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les A. Higueras, A.I.A.
President

nie K. Chin
en A. Coulter
ol Steiman
A. Streets
an Weltman Swig
nissioners

na Minudri
Librarian

ael Housh
nission Secretary

The meeting will be called to order

AGENDA OF SPECIAL MEETING*

1. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION: CITY LIBRARIAN, REGINA MINUDRI** **ACTION**

Closed Session. Pursuant to Government Code Section 54957 and San Francisco Administrative Code Section 67.10(b) evaluation of the City Librarian, Regina Minudri's performance and employment.

Open Session. Reconvene in open session and, pursuant to San Francisco Administrative Code Section 67.14(a), motion and vote to disclose any or all of the information discussed in the closed session.

2. **APPROVAL OF THE MINUTES** **ACTION**
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of October 5, 1999.

3. **CITY LIBRARIAN'S REPORT** by Deputy City Librarian Susan Hildreth
(This item is to allow the City Librarian to report on recent Library activities and make announcements).

This report will consist of: Prop. E (Library Preservation Fund) and strategic planning hearings update, a seismic issues report, a Golden Gate Valley Branch renovation report, and information on the upcoming California Library Association meeting.

Civic Center
San Francisco, California 94102

4. **TOOL LENDING LIBRARY UPDATE** By Audrey Powers, Library Services Manager, Berkeley Public Library.
Presentation on, and discussion of, the Berkeley Public Library's Tool Lending Library and an update report on the proposal to have a tool lending Library in San Francisco.

5. **COLLECTION DEVELOPMENT**
Presentation on, and discussion of, the Library's collection development activities and plans

6. **LIBRARY POLICY HANDBOOK UPDATE REPORT**
Presentation on, and discussion of, the status of the Library Policy Handbook, including identification of, and potential methods of identifying, policy areas in need of development or modification.

7. **2000 COMMISSION MEETINGS SCHEDULE** ACTION
Presentation on, discussion of, and possible action to approve proposed schedule of regular Commission Meetings during the year 2000.

8. **LABOR UNION REPORT**
(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

9. **NEW BUSINESS**
(This item is to allow Commissioners to introduce new agenda items for future consideration)

10. **PUBLIC COMMENT**
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

11. ADJOURNMENT ACTION
(requires motion and public comment).

* Public comment will be taken before or during the Library Commission's consideration of each agenda item.

Michael Housh Commission Secretary
10/14/99

San Francisco Public Library

ACCESS, DISCOVER, EMPOWER

Brown, Jr.
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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the special meeting of Tuesday, October 19, 1999

(As approved November 3, 1999)

The San Francisco Public Library Commission held a special meeting on Tuesday, October 1, 1999 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:35 PM by President Llorente.

The following members were noted present: President Llorente, Vice President Higueras, Commissioners Coulter and Streets.

It was noted that Commissioner Chin's arrival was expected shortly.

Commissioners Steiman and Swig were noted excused attendance.

CLOSED SESSION

MOTION: by Commissioner Higueras, seconded by Commissioner Coulter that the Commission convene in closed session Pursuant to Government Code Section 54957 and San Francisco Administrative Code Section 67.10(b) for an evaluation of the City Librarian, Regina Minudri's performance and employment.

Public comment: An anonymous member of the public inquired about public comment opportunities on this item, asked that the Chair inform the public when item two on the agenda might be taken up, and cautioned Commissioners through an anecdote that nothing could be addressed in closed session other than those matters in the agenda.

ACTION: 4-0 Aye (Coulter, Higueras, Llorente, and Streets)

The Commission went into a Closed session at 5:44 PM.

Commissioner Chin joined the meeting during the Closed Session.

The Commission returned from its Closed Session at 6:10 PM

The Commission reconvened in open session and, pursuant to San Francisco Administrative Code Section 67.14(a),

MOTION: Commissioner Higueras, seconded by Commissioner Coulter moved not to disclose any of the information discussed in the closed session noting that no action had been taken during the Closed Session.

ACTION: 5-0 Aye (Chin, Coulter, Higueras, Llorente, and Streets)

APPROVAL OF MINUTES of the regular meeting of October 5, 1999.

Public Comment: An anonymous member of the public mention five points of criticism, inquired concerning a missing page in the draft presented, complained that comments were reduced to "boiler plate" rather than reflecting actual statements, noted an instance illustrating this contention, disagreed with a description of Commissioners' remarks, and

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San Francisco, California 94102
Telephone 415.557.4233

noted comments not reported. Mr. Peter Warfield expressed approval of increased specificity in reporting some comments but concern with a lack of specificity in reporting other matters in the Minutes. In particular, he suggested further changes in a reported correction of remarks attributed to another member of the public. The anonymous member of the public rose to express concern at the propriety of approving Minutes at a special meeting. The Commission Secretary noted that it has been the Commission's practice to routinely approve a previous meeting's Minutes at its next meeting.

MOTION: approval of the regular meeting Minutes of October 5, 1999 was moved by Commissioner Higueras, seconded by Commissioner Chin.

ACTION: 5-0 Aye (Chin, Coulter, Higueras, Llorente, and Streets)

President Llorente announced because of scheduling conflicts some Commissioners would be required to leave the meeting at 7:30PM. Therefore in order to address pressing matters on the agenda before the quorum was lost he continued agenda items six , Library Handbook Update Report and seven, 2000 Commission Meeting Schedule to the next regular Commission meeting.

CITY LIBRARIAN'S REPORT

Deputy City Librarian Susan Hildreth reported completion of the mandated Prop. E (Library Preservation Fund) Hearings and informed the Commissioners that she would bring a proposed schedule for revision of library public service hours before the Commission for review and discussion at its November 3, 1999. The Deputy City Librarian further called attention to handouts to be distributed to the public seeking additional public comments. She reported the hours changes suggested as minor, involving seven hours. The Deputy City Librarian in response to previous inquiries by Commissioners concerning seismic safety issues in the rented branch library location outlined the seismic safety and disabled access requirements standard in all city lease agreements, and their particular application to landlord obligations regarding branch libraries. Ms. Hildreth then addressed Commission inquiries concerning any potential bond issues proposed to address seismic safety issues. She reported that the Department of Public Works, given other priorities, reported no proposed plans until at least FY 2002 to put such a bond before the voters. The Deputy City Librarian then informed the Commissioners concerning the extensive renovation and interior refurbishment and improvements that were being done at the Golden Gate Valley Branch in conjunction with extensive roof repair work. October 30, 1999 was reported as it reopening date. A schedule for the upcoming Annual California Library Association Meeting in Palm Springs during November 3-15, 1999 was described and it was noted that Library staff will have an active role at the annual gathering.

Public comment: An anonymous member of the public expressed concern that copies of the report concerning the proposed schedule of public service hours was being improperly withheld and were not included in documents required to be made available for public inspection. There were further complaints concerning the manner in which public comments were taken at the meetings the speaker attended, that the individuals comments were not taken at the West Portal meeting, that increased hours were ruled out, and that this all was very disturbing. Mr. Peter Warfield observed that it was reported that increased hours could not be considered at prop. E meetings he attended despite his perception of widespread public support for hours increases system wide.

Responding to public comment, Commissioner Chin noted her perception that increased book purchases rather than hours was a priority. **Commissioner Streets asked that the Deputy City Librarian request that the appropriate Department of Public Works officials come before the Library Commission to discuss their plans for addressing seismic problems in library facilities.** The Deputy City Librarian agreed. Answering Vice President Higueras, Ms. Hildreth explained the opportunities to address seismic needs through the proposed State Library Construction Bond recently approved by the legislature and the Governor to be submitted to the voters in March 2000. She additionally discussed a likely 9 to 12 month schedule for the competition of these $350 million in bond funds, should the bond be approved, as well as opportunities for the San Francisco Public Library to use this source of state funds to address branch library seismic problems. Vice President Higueras suggested that the Commission should take action to have a plan prepared to address these concerns should the funding become available given the serious seismic risk situation existing in several branch libraries. He agreed that additional resources and services rather than hours were the most often expressed public suggestions at the Prop. E Hearings he attended. In response to a query by President Llorente, Ms. Hildreth outlined the processes used to meet the mandate of Prop. E (Library Preservation Fund) and those of the strategic planning process.

TOOL LENDING LIBRARY REPORT

Ms. Audrey Powers, Berkeley Public Library, distributed several informational handouts and gave a brief history of the Berkeley Public Library Tool Lending Library's creation and history. She described the initial funding, its original goals, current staffing, and how it has very successfully functioned as an integral component of the Berkeley Public Library during its decade long history. Ms. Powers informed the Commissioner concerning the relative small size of the tool library, reported on its significant circulation and reference statistics, and discussed its budget, myriad related tool safety issues, how its fine structure facilitated tool retention, and program management issues and concerns for the Commission. She discussed how such a system worked in Berkeley with specific examples of how the tool library and its related South Branch Library resources met library patrons' needs. Ms Powers reported strong community support generated for all library services from tool library patrons. She reported only two minor legal liability problems throughout the period since the tool library opened. She suggested that San

Francisco tailor any proposed tool library to meet the very different needs and demographics of its patrons noting differences of density, scale, and kinds of tools that might be needed between Berkeley and San Francisco.

Public comment: An anonymous member of the public complained that copies of handouts provided to the Commission by Ms. Powers were not available to members of the public and objected to the concept of San Francisco having a tool lending library as inconsistent with its mission. Mr. Ed Regan expressed approval of the concept of a tool library with some reservations, recommending that there be no fines and a buy back program for tools.

Responding to a question by Commissioner Coulter 's concerns with liability exposure, Ms. Powers described the details of reported accidents in the history of the Berkeley Tool Library with no lawsuits resulting. A discussion of a 15% rate of loss of books from the Berkeley South Branch in contrast with a 1% loss rate for tools ensued. Ms. Powers described to Commissioner Chin issues involved in costs of tools for the tool library. She informed President Llorente concerning the Berkeley Tool Library's relationship with the special library tax approved by Berkeley voters. Vice President Higueras, Commissioner Streets, and President Llorente on behalf of Commissioner Steiman expressed concern with potential financial problems and its origin outside the commission with this proposal. **Commissioner Coulter requested that the Deputy City Attorney prepare a report to the Commission on liability issues posed by operating a tool library.** A general discussion of problems, concerns, and possible assets created by this proposal followed.

COLLECTION DEVELOPMENT

Mr. Roberto Esteves, Library Chief of Information and Resource Management gave a "PowerPoint" overview presentation on Library Collection Development and maintenance processes and activities (copy attached). Mr. Esteves described how the current collection development and maintenance processes evolved from 1991 to date. He noted the more than 2 million items in the Library's catalog with half in branches and half in the Main's collections. He further described document collections for federal, state, and local materials as well as the San Francisco City Archives. Mr. Esteves explained the distinctions between the numbers of titles held and numbers of copies of a title in the collection. 45,000 titles (books, videos, and documents), along with 130,000 documents, 151,000 issues of periodicals, and 6,000 online titles encompassing 139,000 items were reported added last year. Mr. Esteves cited 769 titles accepted as gifts. The Chief of Information and Resource management detailed aspects of periodicals, "zines", and small magazines added to the collections, discussed online materials made accessible for patrons. Mr. Esteves spoke about details of the collection management plan relating it to priorities involving the demographic, business, educational, and informational environment in San Francisco and the city as a regional center,. He noted that this process is a key element of the Library's strategic planning process. He additionally discussed the selection process, making materials accessible to patrons, steps in maintaining an up to date collection by on-going assessment, and finally redistributing materials no longer appropriate in one area to the another in the collection. Mr. Esteves noted the importance of particular comprehensive collections such as the San Francisco History Collection. The Chief of Information and Resource Management outlined the elements of the Library's materials selection process as guided by available budget. Mr. Esteves also discussed other sources of library funding, citing a pending Mayoral announcement of a "Books to Branches" program to facilitate support for branch library collections, and grant funding. He described the selection process as: primary resources reviewed by assigned staff committees, individual requests for specific books, and careful review of library patron reserve book requests. Additionally, it was mentioned that library staff experts play a vital role in identifying titles for acquisition. Some of the eight ethnic and affinity materials selection staff committees were identified and discussed. Primary materials accessibility to patrons was described through the various kinds of catalogue listings, preparation of material for borrowing through appropriate marking and coding, and maintaining materials on the shelf. Electronic availability of materials from the San Francisco Public Library and libraries throughout the world was reported as a growing area for patron materials search and accessibility, pacing expansion in inter-library loan of materials. The Library's information collection for reference use, its own specialized resource collections, and others online were pointed out as important areas in making information available for patron at home as well as those visiting a library. Mr. Esteves the discussed aspects of collection maintenance, repairs and replacement of damaged items, and increased focus on retrieval of books not returned. Mr. Esteves outlined staff activities in assessing the collection and keeping it current with changing needs. Chief of Information and Resource Management emphasized the importance of weeding the collection to keep it relevant to the needs of patrons within the space limitations of the library system. He observed that the vast majority of weeding occurs in the branch library collections. He reported concerning internal redistribution of the collection to place materials where they were in most demand, details of a "last copy" to be sent to the Main Library for review by expert materials selectors mandate, and on the Library's efforts to place unneeded materials with other institutions such as jails and neighborhood schools, and providing such materials to public benefit organizations.

President Llorente announced that given that some Commissioners would be leaving the meeting breaking the quorum he would accept public comment on this and any remaining items.

Commissioner Streets left the meeting at 7:35PM

PUBLIC COMMENT : An anonymous member of the public commented that the Deputy City Librarian's observation the proposed tool lending library funding could be rolled over into the baseline library budget was in the commenter's view "nonsense". Mr. Ed Regan requested that any "weeding" policy be made available to the public.

Vice President Higueras recommended that the remaining discussion of Mr. Esteves Report be continued to the next meeting with copies of material made available for review. Commissioner Coulter offered the Commission's thanks and appreciation to Mr. Esteves for his presentation.

ADJOURNMENT

MOTION: Commissioner Coulter, seconded by Vice President Higueras moved to adjourn the meeting.

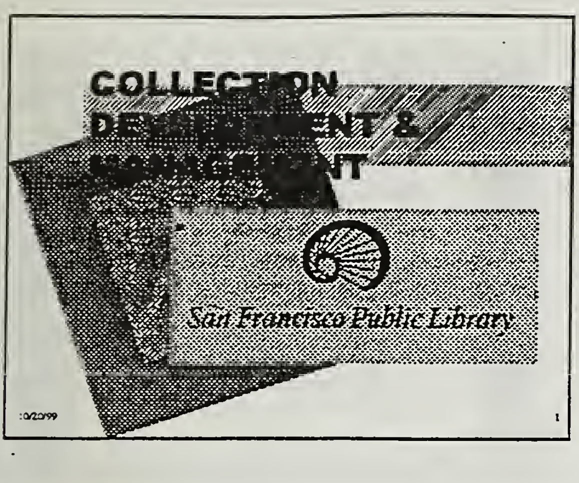
Public comment: none offered

ACTION: APPROVED AYE 4-0 (Chin, Coulter, Higueras and, Llorente)

The meeting was declared adjourned at 7:52PM

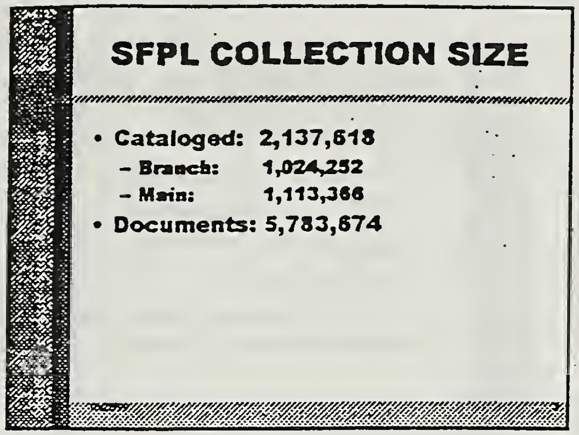
Michael Housh, Library Commission Secretary 11/5/99

Please note. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102



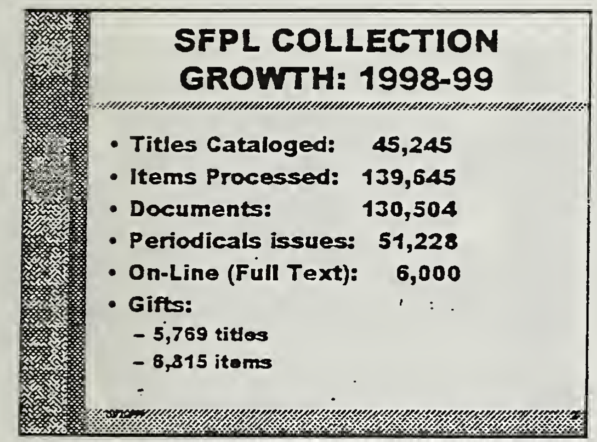
COLLECTION DEVELOPMENT & MANAGEMENT

San Francisco Public Library



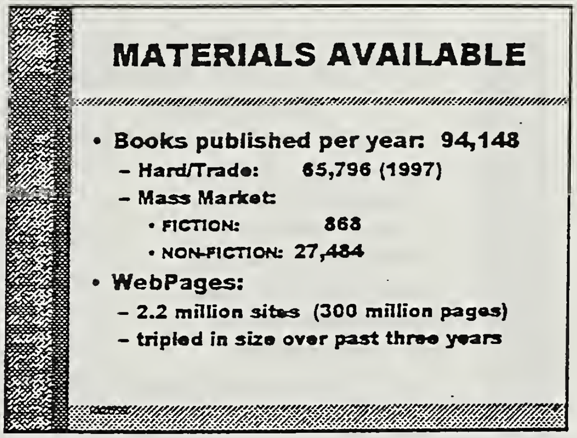
SFPL COLLECTION SIZE

- Cataloged: 2,137,618
  - Branch: 1,024,252
  - Main: 1,113,366
- Documents: 5,783,674



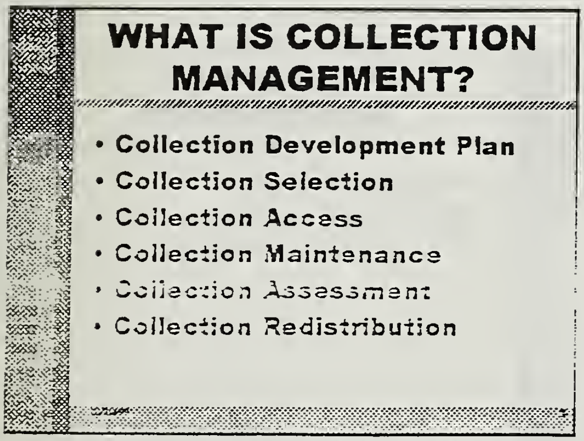
SFPL COLLECTION GROWTH: 1998-99

- Titles Cataloged: 45,245
- Items Processed: 139,645
- Documents: 130,504
- Periodicals issues: 51,228
- On-Line (Full Text): 6,000
- Gifts:
  - 5,769 titles
  - 6,315 items



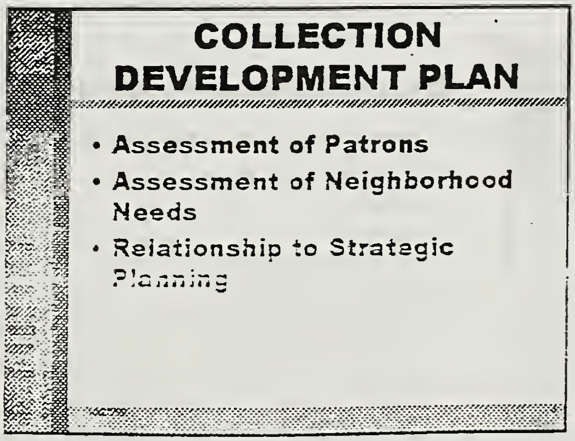
MATERIALS AVAILABLE

- Books published per year: 94,148
  - Hard/Trade: 65,796 (1997)
  - Mass Market:
    - FICTION: 868
    - NON-FICTION: 27,484
- WebPages:
  - 2.2 million sites (300 million pages)
  - tripled in size over past three years



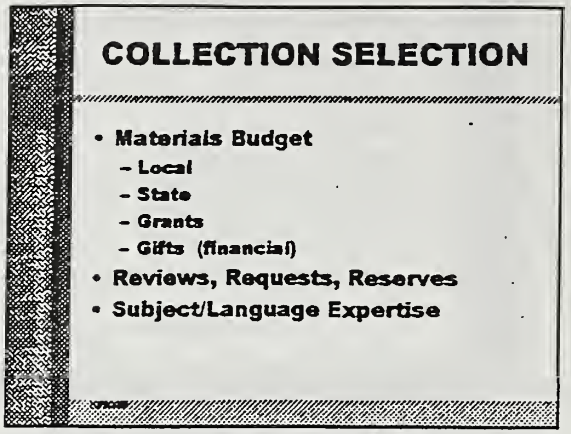
WHAT IS COLLECTION MANAGEMENT?

- Collection Development Plan
- Collection Selection
- Collection Access
- Collection Maintenance
- Collection Assessment
- Collection Redistribution



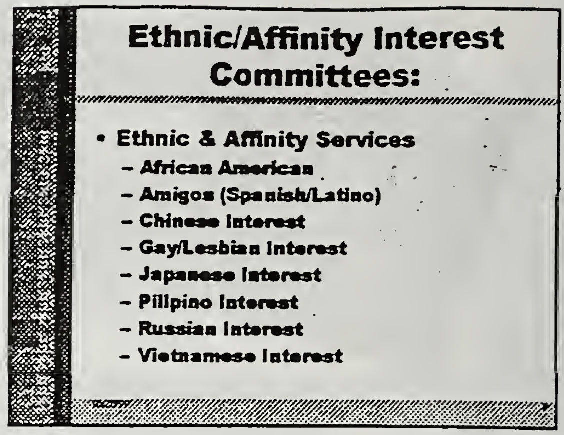
COLLECTION DEVELOPMENT PLAN

- Assessment of Patrons
- Assessment of Neighborhood Needs
- Relationship to Strategic Planning



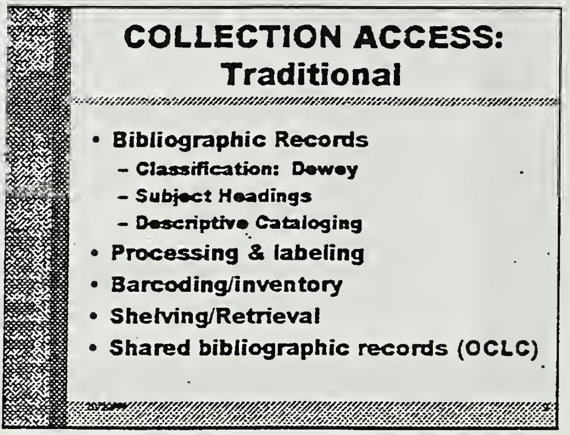
COLLECTION SELECTION

- Materials Budget
  - Local
  - State
  - Grants
  - Gifts (financial)
- Reviews, Requests, Reserves
- Subject/Language Expertise



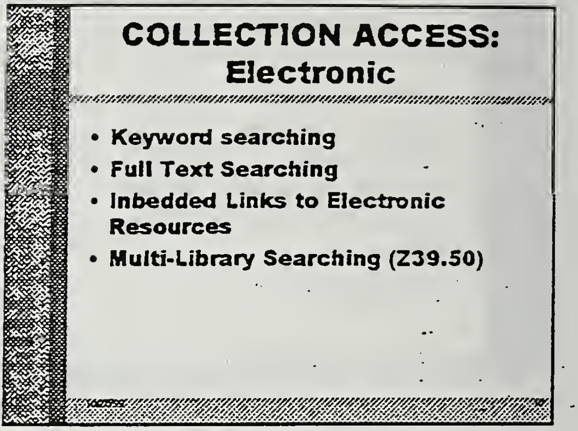
Ethnic/Affinity Interest Committees:

- Ethnic & Affinity Services
  - African American
  - Amigos (Spanish/Latino)
  - Chinese Interest
  - Gay/Lesbian Interest
  - Japanese Interest
  - Pilipino Interest
  - Russian Interest
  - Vietnamese Interest



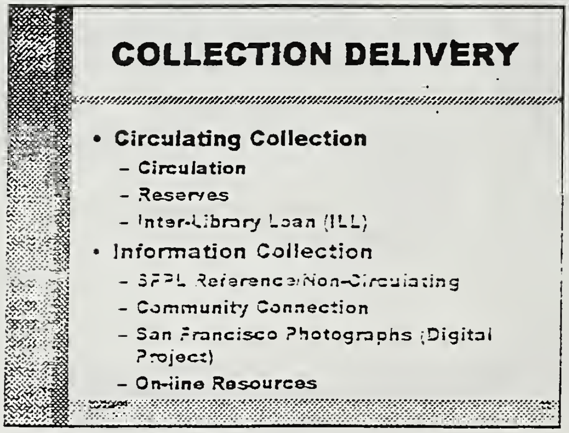
COLLECTION ACCESS: Traditional

- Bibliographic Records
  - Classification: Dewey
  - Subject Headings
  - Descriptive Cataloging
- Processing & labeling
- Barcoding/inventory
- Shelving/Retrieval
- Shared bibliographic records (OCLC)



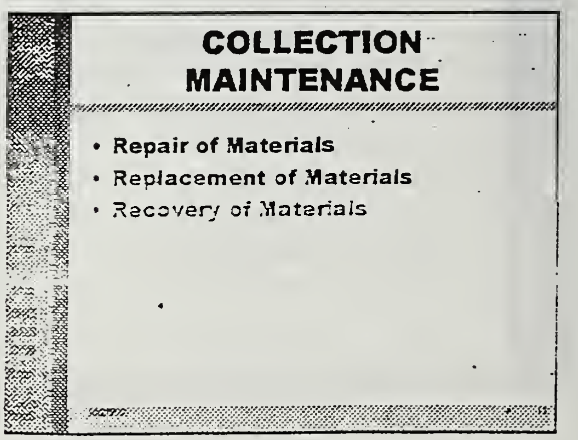
COLLECTION ACCESS: Electronic

- Keyword searching
- Full Text Searching
- Inbedded Links to Electronic Resources
- Multi-Library Searching (Z39.50)



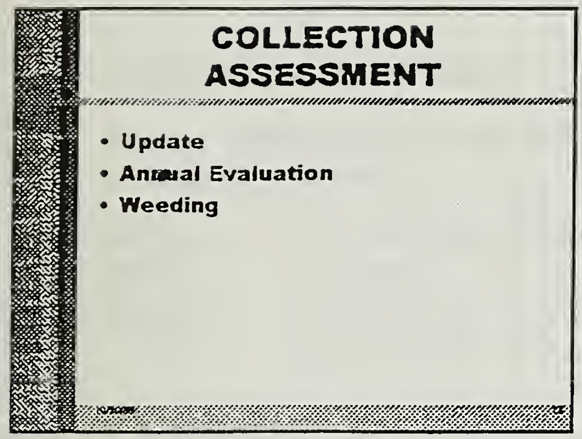
COLLECTION DELIVERY

- Circulating Collection
  - Circulation
  - Reserves
  - Inter-Library Loan (ILL)
- Information Collection
  - SFPL Reference/Non-Circulating
  - Community Connection
  - San Francisco Photographs (Digital Project)
  - On-line Resources



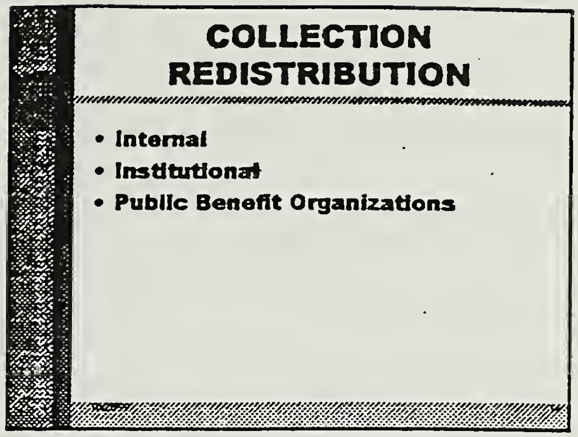
COLLECTION MAINTENANCE

- Repair of Materials
- Replacement of Materials
- Recovery of Materials



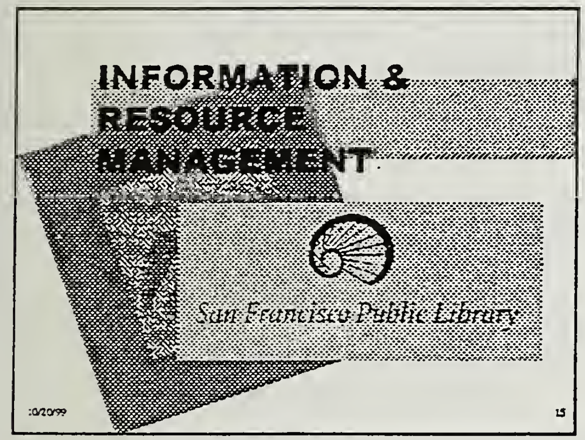
COLLECTION ASSESSMENT

- Update
- Annual Evaluation
- Weeding



COLLECTION REDISTRIBUTION

- Internal
- Institutional
- Public Benefit Organizations



INFORMATION & RESOURCE MANAGEMENT

San Francisco Public Library

10/20/99

15

San Francisco Public Library

ACCESS, DISCOVER, EMPOWER

NOTICE OF MEETING

The regular meeting of the San Francisco Public Library Commission will be held as follows:

99

DATE: **Wednesday, November 3,1999**
TIME: **5:30 PM**
PLACE: **Koret Auditorium**
Main Library, lower level

DOCUMENTS DEPT.
OCT 28 1999
SAN FRANCISCO
PUBLIC LIBRARY

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The meeting will be called to order

AGENDA*:

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2. **CITY LIBRARIAN'S REPORT** by Deputy City Librarian Susan Hildreth
(This item is to allow the City Librarian to report on recent Library activities and make announcements)
This report will consist of: an events management report and a recommendation for a special Commission meeting on Thursday, November 18, 1999.

3. **OCEAN VIEW CONSTRUCTION REPORT**
by Mr. Edgar Lopez, Department of Public Works
A status report on and discussion of the construction of the new Ocean View Branch Library.

4. **COLLECTION DEVELOPMENT**
Discussion of the Library's collection development process and activities.

5. WEB 2 DEMONSTRATION
By Cathy Sanford, Director of Automation Services
A status report on and discussion of the Web 2 online system.

6. LIBRARY PUBLIC SERVICE HOURS
Presentation of, and discussion of a proposed new schedule for system wide library public service hours.

Civic Center
San Francisco, California 94102
Telephone

7. **LIBRARY POLICY HANDBOOK UPDATE REPORT**
Presentation on, and discussion of, the status of the Library Policy Handbook, including identification of, and potential methods of identifying, policy areas in need of development or modification.

8. **2000 COMMISSION MEETINGS SCHEDULE** **ACTION**
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11. PUBLIC COMMENT
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

12. ADJOURNMENT (requires motion and public comment) ACTION

*** Public comment will be taken before or during the Library Commission's consideration of each agenda item**

10/27/99 - M.Housh, Commission Secretary

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Wednesday, November 3 , 1999

(As approved Nov. 18, 1999)

The San Francisco Public Library Commission held a regular meeting on Wednesday, November 3, 1999 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:34 PM by President Llorente.

The following members were noted present: President Llorente, Commissioners Chin, Steiman, and Swig.

It was noted that other commissioners' arrival was expected shortly.

Commissioner Streets was noted excused attendance.

APPROVAL OF MINUTES of the special meeting of October 19, 1999.

Public Comment: An anonymous member of the public suggested that data in the reported Minutes was deficient, cited alleged violation of bylaw requirements concerning approval of meeting minutes, and spoke concerning litigation about appropriate public comment opportunities.

MOTION: approval of the Minutes of the special meeting of October 19, 1999 was moved by Commissioner Chin, seconded by Commissioner Swig.

ACTION: 4-0 Aye (Chin, Llorente, Steiman, and Swig)

Commissioner Coulter joined the meeting at 5:4-PM

CITY LIBRARIAN'S REPORT

Deputy City Librarian reported on Mayor Brown's announcement of the "Books to Branches" campaign aimed at improving contributions to support branch library collections. Ms. Hildreth offered a quarterly events management report (July-September 1999, copy attached). The Deputy City Librarian discussed the details of the report, the reduced management fee paid to the Friends and Foundation, and noted that per the direction of the Board of Supervisors, the Library was undertaking a review of event management feasibility and possible alternatives. The Deputy City Librarian suggested that the Commission consider holding a special meeting on November 18, 1999 to consider and discuss aspects of the Library's 2000-2001 Budget and hear and discuss strategic plan options.

Public comment: An anonymous member of the public complained that the City Librarian's report addressed important issues too quickly, queried an apparent change in the memorandum of understanding governing events management, and questioned an alleged expenditure of public funds to support private activities.

Ms. Hildreth responding to questions posed by President Llorente and Commissioner Chin described the status of the expired Memorandum of Understanding (MOU) with the Foundation and the process to be used to review and make recommendations regarding how or if the Library is to continue to host events of this kind.

OCEAN VIEW BRANCH CONSTRUCTION REPORT

Mr. Edgar Lopez, Bureau of Architecture, DPW gave a monthly update report on the construction of the new Ocean View Branch Library. Mr. Lopez again presented slides, these showing the October 19th "topping out" ceremonies and recent construction activities. He reported the project 40% complete, but as remaining three weeks behind schedule due to delays created by difficulties in obtaining necessary materials. He suggested that his department was working with the contractor to find ways to get back on schedule. Mr. Lopez reported a change order for $1197, noting that thus far they represented only a 13% expenditure of available contingent funds.

Public comment: Mr. Ed Regan inquired concerning the basement area of the new building and suggested that a Commission committee be established to consider including additional services in proposed new branches.

Responding to President Llorente, Mr. Lopez sketched out construction progress expected to take place in the next few weeks.

COLLECTION DEVELOPMENT

Mr. Roberto Esteves, Library Chief of Information and Resource Management briefly outlined the topics covered in his presentation at the October 19th meeting.

Public comment: Mr. Peter Warfield commented on collection maintenance issues inquiring concerning increased effort in recovering materials borrowed but not returned, replacing materials lost to keep them in the collection through use of the Library's automated systems to track them and notify of need to replace them, and also use of automated systems as at the Berkeley Public Library to monitor circulation and further identify missing materials in need of replacement. Mr. Ed Regan suggested both the Main and branch libraries have "Labor" libraries, containing information on current labor law and contracts. An anonymous member of the public commented that changes in the Library's materials check out system could have had an impact on overdue materials, and concerning comments by the City Librarian at a previous meeting about tracking patron requests as guide to making additions to the collection. Mr. Jack Cole, a retired

Librarian, observed that the Library lacked a routine program to identify materials missing from the collection due to loss or years of reduced book buying budgets. He pointed out potential sources for expanding the collection by adding out-of-print books. Mr. Cole also mentioned aspects of the Gift Policy and agreed to defer his comments to the discussion of that item.

Mr. Esteves outlined the extensive efforts he has been engaged in during the past several months to put into place a contract for recovering missing items in response to President Llorente's inquiry. He outlined steps taken to tighten delinquent accounts controls to be funded through a proposed recovery service fee. He answered Commissioner Steiman's question concerning replacement of borrowed lost materials by detailing efforts being made to clean up the Library's records and begin afresh to replace items lost for more than a year. The Chief of Information and Resource Management noted a $60,000 allocation of Public Library Funds for lost materials replacement and discussed problems in identifying a compliant "out-of-print" vendor to purchase those kinds of books. Commissioner Steiman suggested that perhaps Library resources could be allocated to assist such vendors become eligible for city contracts. In response to a question by Commission Chin, Mr. Esteves pointed out that any recovery contract would mandate no cost to the Library.

WEB 2 DEMONSTRATION

Mr. Steve McLaughlin of Automation Services presented an extensive demonstration of the next generation of the Library's web based computer interface system by DRA. He demonstrated a wide array of improvements, including a variety of search features made available through the new system. He noted that there remained many aspects of the new system that were not fully understood or still being developed and if found unsatisfactory changes could be made. Mr. McLaughlin demonstrated benefits of and uses for patrons found in the many new features made available in Web 2. He discussed concerns with security of confidential records resulting from an improved feature to allow patrons to access their library account records. Availability of specialized digital collections such as the San Francisco History Center's historic photograph collection through the new system was described as an additional benefit of the web based catalog. Mr. McLaughlin also reported that the new system allowed use of ideograms and non-roman characters to provide even better information on the collection. Responding to Commissioner Steiman, he further described other kinds of searches possible with the Web 2 system and uses of on-screen tool bars.

Public comment: Mr. Peter Warfield asked concerning using a "subject" and "display related subject" search, regarding other libraries are using web 2, and expressed concern with imposing to much change to quickly on patrons with a system that is not fully understood and pre-tested by staff. He suggested that there were too many unexplained objects which could confuse patrons and that Web 2 was not ready for use. He also criticized errors in the catalog he should be corrected before any system change was made. An anonymous member of the public noted three issues making a reference to a quotation from Hamlet, inquired concerning risk of exposure of confidential records through use of the "back" button, and commented on the lack of a report concerning a failed test of the system agreeing with previous comments that the system seemed unready to be made available to library patrons. Ms. Barbara Berman, Friends and Foundation, praised the system improvements made available through Web 2, noting that these new tools were valuable and important aids to access to information for disadvantaged minority youth and other library patrons. Mr. Warfield rose again to inquire concerning the various security risks potentially posed by the new system.

Commissioner Steiman inquired as to how patrons obtained access PIN numbers. Ms. Cathy Sanford, Chief of Automation Services, informed the Commission that Web 2 would be made available to web patrons the next day and that there was sufficient technical support available to support the system. She pointed out that migration to graphical interface was the standard for libraries worldwide and much in demand by the public. She further noted training for patrons, with detailed "how to" handouts, would be a key element of moving to Web 2. In answer to a question by Commissioner Coulter, Ms. Sanford reported that the Library's site was ADA approved and that all aspects were fully compliant. She also called attention to the significant digital resources made available to the disabled through the web system.

Deputy City Librarian Susan Hildreth informed the Commission that Ms. Sanford had accepted the position of Deputy County Librarian at the Contra Costa County Public Library and would be leaving in November. She was joined by the Commissioners in expressing the entire staff's appreciation to Ms. Sanford for her significant contributions to the betterment of San Francisco Public Library.

President Llorente announced because of scheduling conflicts some Commissioners would be required to leave the meeting between 7 and 7:15PM. Therefore in order to address pressing matters on the agenda before the quorum was lost, he continued agenda items seven, Library Handbook Update Report and eight, 2000 Commission Meeting Schedule to the next regular Commission meeting.

LIBRARY PUBLIC SERVICE HOURS

Deputy City Librarian Susan Hildreth made a presentation on a proposed schedule (copy attached) for Library public service hours as mandated by Prop. E (Library Preservation Fund) that had been developed during the 30 Prop. E Public Hearings, in extensive process of professional surveys, (including 3400 users in branches, a 500 person telephone survey), and comments by library staff during the past several months. Ms. Hildreth reported the details of morning and evening hours preferences reported by patrons. She noted that some patrons expressed preference for more books rather than for increased hours. Weekday evenings and Saturday afternoon hours were identified by members of the public as desirable. Ms. Hildreth reported on comments concerning hours offered at the public hearings. She identified many specific day and time requests offered by those attending the hearings. The Deputy City Librarian identified three staff premises: providing existing services within existing resources; responding to community needs; and providing for operational consistency and reliability as guiding the proposed schedule. She also called attention to policy issues facing the Commission in this regard. Firstly that the proposed schedule is tightly inter-linked and not easily amenable to many small shifts of days or hours without serious impact on overall system operations and staffing. Secondly, the challenge of maintaining an appropriate ratio of the book budget to the overall operating budget noting that the current book budget is still below the 15% goal identified by City Librarian Regina Minudri. Mr. Ned Himmel, Chief of the Main reported on patron and staff suggestions for public service hours within existing staffing and current budget for the Main Library during the next five years. He reported on potential for desk service availability and the impact of security concerns during evening hours and suggested shifts to one hour later service on Friday and Saturday.

Commissioner Swig left the meeting at 6:57PM

Ms. Donna Corbeil, Chief of Branches, next reported on patron and staff suggestions for branch library hours and the described specific details of individual branch library recommendations. She noted any changes in proposed schedules would impact system wide hours and gave specific details of increase hours for branch children's room services. Aspects of the proposed increase of hours at branches system-wide were discussed in context of patron survey responses, community hearings input, specific branches' patrons requests, and branch library staff suggestions and observations. Ms. Corbeil noted that additional public comment was being solicited by postings at all branches calling attention to upcoming Commission discussions of the recommendations. Ms. Corbeil pointed out that the recommendations reflected a commitment to keep all branches as full service libraries. She elaborated on the complexities of maintaining staffing in various size branches which impacted consideration of changes in public service hours. She reported a total increase of seven new hours of branch service system wide operating within existing staffing and budget. It was further noted that there were additional valuable requests which could not be met within budgetary limits.

The Meeting was concluded at 7:17PM when Commissioner Steiman left the meeting losing a quorum of the Commission.

Michael Housh, Library Commission Secretary 11/19/99

Please note: These are draft Minutes subject to revision by the Library Commission. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

Friends & Foundation
of the
San Francisco Public Library

October 18, 1999

To: Ernest Llorente
President, San Francisco Public Library Commission

Susan Hildreth
Deputy City Librarian

From: Karman Ferrell
Director of Special Events, Friends & Foundation of the San Francisco Public Library

First Quarter Report (July-September, 1999)

Attached is the Events Management Report for the end of the fourth quarter and first quarter as required by the Memorandum of Understanding between the Library Foundation and the City and County of San Francisco acting by and through the San Francisco Public Library.

The Report includes:
(i): A complete list of all potential event space users who have requested information (attached),
(ii): Events that are actually booked (as well as those that have recently occurred),
(iii): Gross and net revenues
(iv): Potential renters who could not hold events here because of scheduling conflicts,
(v, vi): Instances of non-compliance with the Library's Building Care and Use Policy or unforeseen needs.

(i) Complete list of potential event space users:
Attached. Please note that I was on holiday until August 1, 1999.

(ii) Events to date
Bash Before the Black & White Ball*
ProEd Communications
Best Buy Photo Shoot
Alibris
Nash Bridges
*Bash Before the Ball was OT costs only

(iii) Booked Events
SmartAge

(iii) Gross and net revenues and Summary of Rental Revenues for First Quarter, FY00

Gross Revenues: $37,226.04
SFPL Operational Expenses: $11,639.03
Net Revenues: $25,587.01

(iv) Conflicts

9 potential events were not booked due to scheduling conflicts.

(v) Compliance with the Library's Building Care and Use Policy

There were no instances of non-compliance with the Building's Care and Use Policy.

(vi) Unforeseen needs or requests presented by event space users

There were no unforeseen needs or requests.

(iii) Gross and net revenues and Summary of Rental Revenues for First Quarter, FY00

Gross Revenues: $37,226.04
SFPL Operational Expenses: $11,639.03
Net Revenues: $25,587.01

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There were no instances of non-compliance with the Building's Care and Use Policy.

(vi) Unforeseen needs or requests presented by event space users

There were no unforeseen needs or requests.

date	name	space	yes/no
starting August1, 1999			
8/1/99	Drawbridge	Atrium	sent info.
8/1/99	Alibris	Skylight Gallery	confirmed, Sept. 13th
8/3/99	Paraffin Arts	film shoot	sent info.
8/3/99	Edgewood	Lower Level	out of their budget
8/4/99	Comm. United Against Violence	Atrium	sent info.
8/5/99	Laurie Noll	film from the roof	confirmed, Aug. 19th
8/6/99		Atrium	date not available
8/7/99		Atrium	date not available
8/7/99		6th Floor	date not available
8/18/99	Rhoda Pitell	meeting room	
8/18/99	Doug Wilson	film at Presidio	
8/18/99	Art Institute International	Atrium	weekday rental
8/19/99		Atrium	wanted weekday
8/19/99	Diane Barberini, Fil Org.	Koret	sent info.
8/19/99	PGI	Atrium	sent info.
8/20/99	Event Logistics International	Atrium	sent info.
8/22/99	Gina Forsythe		sent info.
8/22/99	Ken Sheffield	Atrium	sent info.
8/23/99		Atrium	wanted weekday
8/23/99	Rhada Pitell	meeting space	sent to Bill Caponera
8/24/99	Schwab Foundation	Atrium	pending
8/24/99	Miramax	movie shoot	didn't fit into script
8/24/99	Derick Marr	Atrium New Year's	Library not available for rental
8/27/99	Truly Mediterranean		sent info.
8/30/99		Atrium	wanted weekday
9/1/99	CIIS	Koret	sent info.
9/2/99	IBM	film shoot	canceled due to Budget
9/3/99	Church Group	Café	too expensive
9/6/99	Amy Way	Atrium	wanted weekday
9/7/99	Elizabeth Schlichting	Atrium	sent info.

9/9/99	Brad Seals	Koret	sent info.
9/10/99	Parties, Parties, Parties		sent info.
9/11/99	Ballet Mind Dance SF	Koret	sent info.
9/12/99	Kirsten Reese		sent info.
9/12/99	Emory University	Atrium	sent info.
9/13/99	David Wilson	Atrium	wanted weekday
9/13/99	Natural Heritage Institute	Atrium	out of their budget
9/14/99	Boy Scouts		wanted Library sleep over
9/14/99	Nash Bridges	film location	confirmed, 9/27,9/28
9/20/99	Lane Gray		sent info.
9/30/99	Carol Sandona		sent info.

SAN FRANCISCO PUBLIC LIBRARY

PROPOSED CHANGES TO PUBLIC SERVICE HOURS

BACKGROUND:
Voters approved Proposition E in 1994 to increase library funding. Public service hours were increased by 47% at branches and 28% at Main Library.

PUBLIC HEARINGS:
Proposition E requires public input on hours every five years. Input was recently solicited through surveys at each library location, a telephone survey, and community hearings.

PROPOSED CHANGES:
Proposed changes for your branch are highlighted below. Changes for other libraries are on the reverse of this sheet. Minor modifications and seven additional hours per week are proposed. Changes will take effect January 3, 2000.

KEY CONSIDERATIONS IN PROPOSED CHANGES:

- Continue to provide existing public service hours and add hours within existing resources
- Increase or improve public services
- Respond to community needs
- Provide operational consistency

OPPORTUNITY FOR PUBLIC COMMENT:

- Presentation to Library Commission on November 3, 1999
- Commission meetings on November 18 and December 7, 1999. All Library Commission meetings are held at 5:30 p.m. in the Koret Auditorium, Main Library.
- Final action anticipated on December 7, 1999.

Comments will be taken through November 30th. E-mail: cob@sfpl.lib.ca.us. or call City Librarian's Office at 557-4236.

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CHINATOWN BRANCH CLUSTER PROPOSED HOUR CHANGES*

	MON	TUES	WED	THURS	FRI	SAT	SUN
Chinatown 1135 Powell St. (near Jackson) 274-0275	1-9; 1-6 Children's Room	10-9; 10-8 Children's Room	10-9; 1-8 Children's Room ***10-8**	10-6	1-6	10-6	1-5
Golden Gate Valley 1801 Green St. (at Octavia) 292-2195	Closed	10-6	12-8	1-7	1-6	1-6	Closed
Marina 1890 Chestnut St. (near Webster) 292-2150	10-6	10-6	1-9	1-9	1-6	10-6	1-5
North Beach 2000 Mason St. (at Columbus) 274-0270	12-6	10-9	1-9	10-6	1-6	12-6 *1-6	Closed

10/28/99

SAN FRANCISCO PUBLIC LIBRARY

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EXCELSIOR BRANCH CLUSTER
PROPOSED HOUR CHANGES*

	MON	TUES	WED	THURS	FRI	SAT	SUN
Excelsior 4400 Mission St. (at Cotter) 337-4735	1-9	10-9	10-9	10-6	1-6	10-6	1-5
Bayview–Anna E. Waden 5075 - 3rd St. (at Revere) 715-4100	10-6	10-6	1-9	1-6	1-6	10-6	Closed
Bernal Heights 500 Cortland Ave. (near Moultrie) 695-5160	Closed	10-9	1-9	10-6	1-6	1-6	Closed
Portola 2450 San Bruno Ave. (at Silliman) 715-4090	Closed	10-6	12-8	1-7	1-6	1-6	Closed
Visitacion Valley 45 Leland Ave. (near Bayshore) 337-4790	Closed	10-6	12-7	1-7	1-6	12-6 *1-6	Closed

10/28/99

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MISSION BRANCH CLUSTER
PROPOSED HOUR CHANGES*

	MON	TUES	WED	THURS	FRI	SAT	SUN
Mission 300 Bartlett St. (at 24th St.) 695-5090	1-9; 1-6 Children's Room	10-9; 10-8 Children's Room	10-9; 1-8 Children's Room ***10-8**	10-6	1-6	10-6	1-5
Eureka Valley–Harvey Milk Memorial 3555 - 16th St. (near Market) 554-9445	12-6	10-9	1-9	10-6	1-6	12-6 ***1-6**	Closed
Noe Valley–Sally Brunn 451 Jersey St. (near Castro) 695-5095	Closed	10-9	1-9	10-6	1-6	12-6 *10-6	Closed
Potrero 1616 - 20th St. (near Connecticut) 695-6640	Closed	10-9 ***10-8**	1-9 ***12-8**	10-6	1-6	12-6 ***1-6**	Closed

10/28/99

SAN FRANCISCO PUBLIC LIBRARY
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RICHMOND BRANCH CLUSTER
PROPOSED HOUR CHANGES*

	MON	TUE	WED	THU	FRI	SAT	SUN
Richmond 351 - 9th Ave. (near Clement) 666-7165	10-6	10-9; 10-8 Children's Room	10-9; 1-8 Children's Room ***10-8**	1-9 1-6 Children's Room	1-6	10-6	1-5
Anza 550 - 37th Ave. (near Geary) 666-7160	12-6	10-9	1-9	10-6	1-6	12-6 ***1-6**	Closed
Presidio 3150 Sacramento St. (near Baker) 292-2155	Closed	10-9	1-9	10-6	1-6	10-6	Closed
Western Addition 1550 Scott St. (at Geary) 292-2160	1-9	10-6	10-9	1-6	1-6	10-6	Closed

10/28/99

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SUNSET BRANCH CLUSTER
PROPOSED HOUR CHANGES*

	MON	TUES	WED	THURS	FRI	SAT	SUN
Sunset 1305 - 18th Ave. (at Irving) 753-7130	1-9; 1-6 Children's Room	10-9; 10-8 Children's Room	10-9; 1-8 Children's Room ***10-8**	10-6	1-6	10-6	1-5
Ortega 3223 Ortega St. (at 39th Ave.) 753-7120	10-6	10-6	1-9	1-9	1-6	10-6	Closed
Park 1833 Page St. (near Cole) 666-7155	Closed	10-9	12-8 *1-9	10-6	1-6	10-6	Closed
Parkside 1200 Taraval St. (at 22nd Ave.) 753-7125	12-6 *1-6	10-9	1-9	10-6	1-6	12-6 *10-6	Closed

10/28/99

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WEST PORTAL BRANCH CLUSTER
PROPOSED HOUR CHANGES*

	MON	TUES	WED	THURS	FRI	SAT	SUN
West Portal 190 Lenox Way (at Ulloa) 753-7135	1-9	10-9	10-9	10-6	1-6	10-6	1-5
Glen Park 653 Chenery St. (near Diamond) 337-4740	Closed	10-6	12-8	1-7	1-6	1-6	Closed
Ingleside 387 Ashton Ave. (near Ocean) 337-4745	Closed	10-6	12-8	1-6 *12-6	1-6	12-6 *1-6	Closed
Merced 155 Winston Dr. (at 19th Ave.) 337-4780	Closed	10-9	1-9	10-6	1-6	10-6	Closed
Ocean View 111 Broad St. (near Plymouth) 337-4785	Closed	10-6 ***10-7**	10-6 ***10-7**	1-6	1-6	12-6 ***1-6**	Closed

10/28/99

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MAIN LIBRARY
PROPOSED HOUR CHANGES*

	MON	TUES	WED	THURS	FRI	SAT	SUN
Main Library 100 Larkin Street (at Grove) 557-4400	10-6	9-8	9-8	9-8	11-5 ***12-6**	9-5 ***10-6**	12-5

10/28/99

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

DOCUMENTS DEPT.
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SPECIAL

Willie L. Brown, Jr.
Mayor

Ernest H. Llorente
President

Charles A. Higueras, A.I.A.
Vice President

Lonnie K. Chin
Steven A. Coulter
Carol Steiman
Fran A. Streets
Darian W. Swig
Commissioners

Regina Minudri
City Librarian

Michael Housh
Commission Secretary

NOTICE OF MEETING

A special meeting of the San Francisco Public Library Commission called by the Commission President will be held as follows:

DATE: Thursday, November 18, 1999
TIME: 5:00 P.M.
PLACE: Koret Auditorium
Main Library, lower level
Civic Center

The meeting will be called to order

AGENDA OF SPECIAL MEETING*

1. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Commission Secretary, Michael Housh** **ACTION**
City Librarian, Regina Minudri

Closed Session. Pursuant to Government Code Section 54957 and San Francisco Administrative Code Section 67.10(b) evaluation of the Commission Secretary, Michael Housh's performance.

Pursuant to Government Code Section 54957 and San Francisco Administrative Code Section 67.10(b) evaluation of the City Librarian, Regina Minudri's performance and employment.

Open Session. Reconvene in open session and, pursuant to San Francisco Administrative Code Section 67.14(a): motion and vote to disclose any or all of the information discussed in the closed session evaluation of Commission Secretary, Michael Housh; and motion and vote to disclose any or all of the information discussed in the closed session evaluation of City Librarian Regina Minudri.

2. APPROVAL OF THE MINUTES ACTION
Presentation of, discussion of, and possible action to approve the Minutes of the regular Commission meeting of November 4, 1999.

3. LIBRARY PUBLIC SERVICE HOURS
Presentation and discussion of a proposed new schedule for system wide library public service hours. (Note: this item is a continuation of an agenda item that was presented at the Nov. 3, 1999 regular meeting of the Library Commission. The presentation made at this meeting will be a summary of the presentation made at the Nov. 3, 1999 meeting.)

4. **STRATEGIC PLAN**
Presentation on, and discussion of, the Library's proposed Strategic plan.

5. **LIBRARY BUDGET WORKSHOP**
Presentation on, and discussion of, proposals for the 2000-2001 Library Budget; including budget processes, administrative procedures, and finance issues by Library Chief Finance Officer George Nichols.

6. **CITY LIBRARIAN'S REPORT** by Deputy City Librarian Susan Hildreth
(This item is to allow the City Librarian to report on recent Library activities and make announcements).
This report will consist of: recent staffing changes, current library statistics, a planned food drive, and ergonomic training activities.

7. **LIBRARY POLICY HANDBOOK UPDATE REPORT**
Presentation on, and discussion of, the status of the Library Policy Handbook, including identification of, and potential methods of identifying, policy areas in need of development or modification.

8. **2000 COMMISSION MEETINGS SCHEDULE** **ACTION**
Presentation on, discussion of, and possible action to approve proposed schedule of regular Commission Meetings during the year 2000.

9. **LABOR UNION REPORT**
(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

10. **NEW BUSINESS**
(This item is to allow Commissioners to introduce new agenda items for future consideration)

11. **PUBLIC COMMENT**
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

12. ADJOURNMENT ACTION
(requires motion and public comment).

* Public comment will be taken before or during the Library Commission's consideration of each agenda item.

Michael Housh Commission Secretary 11/9/99

DRAFT

San Francisco Public Library Strategic Plan 2000 – 2003

10/22/99

MISSION AND VALUES STATEMENT

MISSION

The San Francisco Public Library System is dedicated to free and equal access to information, knowledge, independent learning and the joys of reading for our diverse community.

VALUES

- Quality collections and services that are responsive to community needs
- Excellent customer service
- Diversity in collections, services, staff and community
- Equitable distribution of resources and services
- Accessible facilities and resources
- Lifelong learning
- Strong neighborhoods and a shared city vision
- Environment that fosters staff development and teamwork

LIBRARY DIRECTION #1

San Francisco Public Library will continue to provide services, collections and programs to meet the needs of our diverse neighborhoods so that residents can build strong, positive community relationships.

1. Increase the number of programs and exhibits in the branch libraries that relate the library's resources and services to the community.
2. Preserve the unique history of San Francisco's diverse neighborhoods.
3. Reflect the linguistic and cultural diversity of the branch and Main's surrounding communities.
4. Develop and/or maintain branch library web pages, which promote local collections and services and tie the branch to the community.
5. Ensure that facilities and mobile libraries continue to meet community needs and are safe, clean and comfortable.
6. Provide library services in a friendly, courteous manner, showing sensitivity to the varying needs of the community that reflect the diversity of the City.

LIBRARY DIRECTION #2

San Francisco Public Library will continue to provide a broad variety of lifelong learning opportunities so residents can support their economic advancement, quality of life, community ties and full participation in society.

1. Provide opportunities for the San Francisco community to learn how to use the Library's catalog, databases, Internet resources and to develop their computer skills.
2. Maintain collections that are current and relevant.
3. Promote adult literacy services for under or unemployed residents
4. Promote focused services for older adults.
5. Provide opportunities and materials for community members to learn how to make interior and exterior home improvements.
6. Provide learning opportunities and information for members of the San Francisco Community for whom English is not their native language.

LIBRARY DIRECTION #3

San Francisco Public Library will continue to support informational resources for all businesses and individual entrepreneurs in order to maintain a strong, local economy which in turn supports a healthy infrastructure such as schools, libraries, parks, arts, transportation and emergency services.

1. Educate small businesses and individual entrepreneurs on ways to build their businesses.

2. Serve as first referral source for businesses needing information.

3. Promote necessary government information and referral, including patent information, to individuals starting businesses.

4. Expand and promote existing collections and services.

5. Provide jobs and career information for a changing workforce.

LIBRARY DIRECTION #4

San Francisco Public Library will provide equitable educational services and resources for San Francisco youth to augment their formal education, enable them to get jobs, enable them to stay in the city and further their own goals.

1. Expand partnerships with kindergarten - 12 schools.
2. Support youth in making their college and career choice decisions.
3. Expand homework support services.
4. Expand support for early childhood care givers/educators.
5. Encourage a life-long love of reading

LIBRARY DIRECTION #5

San Francisco Public Library will work toward providing barrier-free access to all library services, including physical access, well-trained staff and appropriate formats and technologies so that the disabled community can participate fully with the rest of society and be independent and self-reliant.

1. Improve ability of staff to serve people with disabilities.
2. Improve access to information and materials to people with disabilities.
3. Improve outreach to people with disabilities.
4. Develop disabled users access to Library's computer resources.

LIBRARY DIRECTION #6

San Francisco Public Library will provide in all of its agencies (neighborhood branches, the Main Library and mobile libraries) information about City services and resources in major languages and accessible formats for all San Francisco residents to enable them to fully enjoy and participate in the life of the City.

1. Integrate the Community Connection database and service as a vital part of the Library's service to the public.

2. Expand the scope of library services both within and outside the City.

3. Support meaningful dialogue between residents and City officials.

LIBRARY DIRECTION #7

San Francisco Public Library will continue to provide and enhance services, collections and programs for San Francisco residents to encourage the development of a shared city vision.

1. Provide a forum for discussion of public policy issues.
2. Provide materials and services which lead to an informed electorate.
3. Present exhibitions in the branches and Main which promote dialogue and foster a better understanding of city-wide issues.
4. Create a municipal archives center in Brooks Hall.

LIBRARY DIRECTION #8

San Francisco Public Library will work toward providing equitable access to resources so all residents can meet their individual needs at the access point of their choice.

1. Improve patrons' electronic access to library resources.
2. Improve delivery of materials without patron need to visit each owning location.
3. Increase users' and staff's comfort and skill in using library technology.
4. Increase access to library resources in languages other than English.

Secretary's Update Report on Library Policy

During the past year the Public Library Commission has reviewed, revised, and confirmed all existing library policies that could be identified as well as adopted several new Library policies in order to provide both staff and patrons with guidance concerning the Library's position on many important matters. These policy statements directly relate to the Library's ability to fulfill its mission and provide the highest levels of public service. In order to facilitate access to this information by library staff, patrons, and members of the public, the Library Commission adopted a standardized format for a policy handbook. The Commission directed the Commission Secretary to gather and include copies of the most recently approved text of all library policies that could be identified as having been formally adopted by the Library Commission. The current(11-3-99)version of the San Francisco Public library Policy handbook now includes all current Library policies

Several policy areas have been identified by library administration or commissioners as priorities for new policy development or significant revision of existing policies. Among these policies mentioned as in need of review are the consideration of revision of Main and branch library public service hours as mandated by Proposition E (Library Preservation Fund), a Fines and Fees Schedule Policy, review of the Library Support Group Policy, consideration of a Library Volunteer Policy, and the drafting of a formal confidentiality policy. Anticipated changes in the San Francisco Sunshine Ordinance could also require revisions in the official Minutes Policy and the Records Retention and Management Policy to conform with voter approved changes in the law.

Adoption of a new Strategic Plan will call attention to the need for the Library Commission to set specific policies to frame and facilitate goals and objectives identified as priorities during the next three years. In addition, the on-going facilities needs assessment process can be expected to suggest other areas for policy development. Regular evaluation of the San Francisco Public Library's dynamic patron demographics may require development of policies aimed at improving or changing the kinds library services available to diverse neighborhoods and multi-lingual communities. Focusing greater attention on special needs and concerns of children, youth, adults, and older adults will also require Commission consideration of a wide variety policy alternatives to serve their needs.

Michael Housh, Commission Secretary. November 3, 1999

San Francisco Public Library
Access, Discover, Empower

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
PROPOSED 2000 MEETING SCHEDULE

Willie L. Brown, Jr.
Mayor

Ernest H. Llorente
President

Charles A. Higueras, A.I.A.
Vice President

Lonnie K. Chin
Steven A. Coulter
Carol Steiman
Fran A. Streets
Darian Weltman Swig
Commissioners

Regina Minudri
City Librarian

Michael Housh
Commission Secretary

First Tuesday of the Month, 5:30 PM

January 4, February 1, April 4, May 2, June 6, August 1, September 5, October 3, December 5.

First Wednesday of the Month, 5:30 PM

March 8*, July 5**, November 8***..

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* The meeting in March will be held on the 1st Wednesday due to Presidential Primary Election being held on the 1st Tuesday.
** The meeting in July will be held on the 1st Wednesday due to July 4th Independence Day Holiday falling on the 1st Tuesday.
***The meeting in November will be held on the 1st Wednesday due to Presidential Election being held on the 1st Tuesday.

M.Housh, Commission Secretary
10/17/99

Civic Center
San Francisco, California 94102
Telephone 415.557.4233

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

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Commissioners

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City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the special meeting of Thursday, November 18, 1999

(As approved Dec.7, 1999)

The San Francisco Public Library Commission held a special meeting on Thursday, November 18, 1999 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:05 PM by President Llorente.

The following members were noted present: President Llorente, Vice President Higueras, and Commissioners Chin and Swig.

It was noted that Commissioner Street's arrival was expected.

Commissioners Coulter and Steiman were noted excused attendance.

CLOSED SESSION

MOTION: by Commissioner Chin, seconded by Commissioner Higueras that the Commission convene in closed session Pursuant to Government Code Section 54957 and San Francisco Administrative Code Section 67.10(b) for an evaluation of Regina Minudri's employment status, and the Commission Secretary Michael Housh's job performance.

Public comment: Mr. Peter Warfield observed that closed sessions for employee evaluation have been held at the end rather than the beginning of a meeting and that Roberts (Rules of Order) favors that approach calling for "old business" to be addressed before "new business".

ACTION: 4-0 Aye (Chin, Higueras, Llorente, and Swig)

The Commission went into a Closed Session at 5:08 PM.

Commissioner Streets joined the meeting during the Closed Session.

The Commission returned from its Closed Session at 5:57PM

The Commission reconvened in open session and, pursuant to San Francisco Administrative Code Section 67.14(a),

MOTION: Commissioner Higueras, seconded by Commissioner Chin moved not to disclose any of the information discussed in the closed session concerning the Commission Secretary noting that no action had been taken during the Closed Session.

Public comment: An anonymous member of the public noted that a motion not to disclose matters addressed in closed session as only appropriate when non-disclosure serves the public interest.

ACTION: 5-0 Aye (Chin, Higueras, Llorente, Streets, and Swig)

MOTION: Commissioner Higueras, seconded by Commissioner Streets moved not to disclose any of the information discussed in the closed session concerning the City Librarian noting that no action had been taken during the Closed Session.

Public comment: An anonymous member of the public discussed requirements appropriate to holding a closed employee evaluation session, emphasizing that only discussion related to employee evaluation was proper.

ACTION: 5-0 Aye (Chin, Higueras, Llorente, Streets, and Swig)

APPROVAL OF MINUTES of the regular meeting of November 3, 1999.

The Commission Secretary clarified that several minor errors in the initial draft of the Minutes distributed to the Commissioners had been corrected in copies made available to the public and apologized to those members of the public who received mailed copies of the draft Minutes with a missing page due to a printing error.

Public Comment: An anonymous member of the public commented on aspects of comments regarding public comment after a closed session attributed to an anonymous citizen, clarified another such comment regarding use of the "history button" as a possible security risk in the discussion of Web 2, and noted revision of comments concerning branch library public service hours attributed to Ms. Donna Corbeil. Mr. Peter Warfield requested reporting of more specifics in the discussion of the Web 2 demonstration, challenged descriptions of improvement in the online system, noted lack of any response to a question by Commissioner Steiman concerning "pin" numbers, called attention to an error in the reported time when the Commission President announced that Commissioners would be required to leave the November 3rd meeting as 7 to 7:10PM rather than 7:30PM, and complained about the lack of details concerning a "reduction of two hours" in the Chief of Branches report on the proposed revised public service hours.

MOTION: approval of the regular meeting Minutes of November 3, 1999 with a correction of error in the time noted was moved by Commissioner Chin, seconded by Commissioner Swig.

ACTION: 5-0 Aye (Chin, Higueras, Llorente, Streets, and Swig)

LIBRARY PUBLIC SERVICE HOURS

Deputy City Librarian Susan Hildreth continued the presentation concerning proposed revision of public service hours initially offered at the November 3, 1999 Regular Commission Meeting. She called Commissioners' attention to copies of handouts outlining a PowerPoint presentation on the proposed new schedule of public service hours and a detailed listing of the proposed new schedule. Ms. Hildreth explained the process used to develop the proposal and outlined background details of patron and staff comments and explained patron suggestions gathered during the process. She further noted that the consensus of views among participants was that more books were generally preferred to adding more hours, although it was noted requests for more hours at some branches were received. The Deputy City Librarian then described in some detail the overall proposal. Ms. Donna Corbeil, Chief of Branches then discussed revisions in the branch public service hours schedule and reported on comments received from branch library patrons concerning specific suggestions by individual branch patrons.

Public comment: An anonymous member of the public expressed concern that the public had not previously had opportunity to comment on the proposed schedule of hours, questioned the accuracy of the reported total number of hours of service, noted that there was no mention of the Prop. E (Library Preservation Fund) requirements, and questioned again the accuracy of the total numbers of (public service) hours reported. Mr. Larry Waren, Bayview-Wadden Branch expressed support for the proposed schedule of hours for that branch and called attention to the very successful 10th annual National Poetry Month program held at the branch library. He also lauded the work of Branch Librarian Linda Brooks-Burden, her support for this annual celebration, and the vital importance of branch libraries to all of San Francisco's neighborhoods. Mr. Peter Warfield challenged the accuracy of the totals of hours in the revised schedule of public service hours calling attention to reductions in some branch hours on weekends, observed that in his view the proposal would result in a net loss of two hours, and that various library departments had fewer hours of public service even when the library is open calling for full service by all departments during all hours the library is open. Ms. Karen Beverlander, Parkside Branch, commented on the extensive process used to gather patron input on the proposed schedule of hours and that the proposal directly reflected requests by Parkside patrons for changes in that branches' hours of service. Mr. David Axel, Eureka Valley-Harvey Milk Branch noted increased system wide availability of library service resulting from the proposal's special attention in distributing the proposed hours among branch libraries in cluster groups.

In response to a question by Commissioner Chin, Mr. Waren noted the significant involvement of neighborhood schools in the Bayview-Wadden branches' National Poetry Month activities. In response to questions by President Llorente, Commissioner Streets, and Commissioner Chin, Ms. Corbeil further outlined aspects of the process that resulted in the rearrangement of branch hours and the increases in Children's Services hours. President Llorente noted that the issue seemed to be to strike a balance between increases in Children's Services and the number of hours that a branch library is open. Vice President Higueras pointed out that this proposal far exceeds the minimum requirements (1028 public service hours) of Prop. E (The Library Preservation Fund). Commissioner Chin pointed out that significant high usage at some branches should be considered in the next round of public service hours review. Commissioner Streets recalled the difficult budgetary situation which resulted from the previous round of hours setting and noted that she expected that these proposed hours to be fully accounted for in the budget before she would consider approving them.

LIBRARY STRATEGIC PLANNING REPORT

Ms. Rea Rubin presented a report on the efforts to develop a draft strategic plan to guide the Library based on a model planning process used by the American Library Association. She noted that while this was a national model that special efforts were made to strengthen its community participation element by including twenty members of the public and fifteen library staff members in a Library Leadership Planning Group. The process was described as initially focused on identifying the needs and opportunities for San Francisco as a community. Participants were reported encouraged to share their vision for a better community. Twenty-three specific needs were reported identified through this process as critical to the future of San Francisco in the next decade. Assessment of these identified needs as to impact, consequence, and immediacy were noted as narrowing the list to eight priorities identified as Library Directions. How this process worked was outlined. These priorities were then described as being reviewed by fifteen library staff members as to how they could be met by the public library. Their work was then reported as having been considered by an additional nineteen member staff focus group that then reported its revised suggestions back to the Library Leadership Planning Group for their review and revision. It was noted that during this process these directions were brought to each of the Prop. E branch Library Hearings and patron comment was reported gathered and included in a revised proposal that was then again considered by the Library Leadership group. The Deputy City Librarian then listed the participants in this process and gave a PowerPoint presentation (copy attached) on the eight directions recommendations. Ms. Hildreth expressed her appreciation to the Chief Librarians Group who she noted had written the final draft of the Strategic Plan. The Deputy City Librarian reported that the Chief Librarians' group would follow up approval of the strategic plan by the Commission with a three year implementation proposal to carry through the goals identified in the planning process. She then introduced Ms. Marsha Popper and Karen Beverlander of the Library Leadership Group, Stephanie Rowe of the Leadership Planning Group, and David Dale of the staff focus group for brief presentations on the work of the various participants who collaborated in creating the proposal.

Public comment: An anonymous member of the public complained that the presenters were allowed more time to speak than that allotted to members of the public and alleged that the Commissioners received a different version of the strategic plan than the members of the public, citing and commenting on examples. Mr. Ed Regan spoke favorably on the proposed plan and suggested that books about the five branches of military service be included at every branch library. Mr. Jack Cole comment on Library Direction Three suggesting that the addition of a focus on the Labor Movement in San Francisco would reflect a better balance and mentioned a gift of books on organized labor he has presented to the Library. Mr. Peter Warfield complained about a lack of mention of books in the draft plan and called attention to what he felt to be three omissions, (improvements needed at the Main Library resulting from the Post Occupancy Evaluation (POE) e.g., a lack of space for books, secondly improving the collection, and thirdly catalog improvements), in the proposed plan.

In response to a queries by Commissioner Chin and President Llorente, Ms. Hildreth noted that the ordering of the identified goals did not reflect any priority in their implementation and that this draft was subject to additional public comment or whatever revisions the Commission felt were needed. The Deputy City Librarian responded to a question from Vice President Higueras reporting that copies of the draft plan had been widely disseminated throughout the library system in both the more detailed version reviewed by the various staff and support groups which worked the draft as well as the summary version provided to the Commissioners, members of the public, and to be posted on the website. Commissioner Chin suggested the following revisions: Library Direction #1, Item 5 suggesting the importance comfortable as well as safe and clean environments in libraries, and suggested a better balance between emphasis on business/small business and labor by mentioning all segments of the community that create, generate, and maintain our local economy. Commissioner Streets related how the discussion among the members of the Library Leadership Group led to the focus on small business needs. Commissioner Chin also recommended that a specific mention of maintaining book collections be included in Direction #2, and in #4 Services for Youth and Children emphasize increasing literacy in line 3 to read expand services to increase literacy and support homework and in line 4 mention encourage a lifelong love of reading and learning. The Deputy City Librarian informed the Commissioners that after the Commission approved a final version of the strategic plan; library staff intended to work with public relations professionals to produce materials explaining the plan's objectives in terms accessible to the public. Responding to Commissioner Swig's concerns President Llorente affirmed that additional emphasis on literacy issues and children's services would be made in the final draft.

Public comment. Mr. Jack Cole again rose to call attention to his concerns that the needs of labor organizations be address in the strategic plan.

President Llorente called for a brief recess at 7:53PM
Vice President Higueras left the meeting during the recess.
The Commission reconvened at 8:05PM

LIBRARY BUDGET WORKSHOP

Library Finance Director George Nichols gave a detailed presentation of the preliminary planning process for drafting the Library's proposed 2000-2001 Budget (copy attached). In his report Mr. Nichols outlined the proposed schedule for development of the budget during the coming months. He noted that the Strategic Plan and the final report on the Post occupancy Evaluation (POE) could have significant impact on the budget. Mr. Nichols discussed the sources of library revenue through Prop. E (Library Preservation Fund) and General Fund entitled funding, and in addition described allocations from the General Fund in excess of the Prop. E mandates and state library funds. The Finance Director informed the Commission of indications that state library funding to the Library could increase by as much as $400,000 next year. He noted concern that such increases in state library funds could be counted against the baseline General Fund amounts appropriated to the Library calculated under Prop. E. thus creating a potential problem area if not an immediate concern. He discussed in detail funding amounts from various sources received by the Library. In response to a question by Commissioner Streets, Mr. Nichols pointed out an anomalous amount has related to the construction of the new Ocean View Branch. The significance of adopting the proposed Strategic Plan in developing the new budget was outlined. Mr. Nichols noted that while specific budget instructions had not been received form the Mayor it was expected that the requirement would be for a baseline budget without any program enhancements. It was noted that the Commission would be offered both a baseline budget and proposals for program enhancement for their consideration and approval. The Finance Director discussed aspects of the baseline budget likely to be proposed. It was emphasized that linking any program enhancement with clearly identified goals and priorities resulting from adoption of the Strategic Plan and the findings of the Post Occupancy Evaluation (POE) could improve the chances for their approval. The approval of the enhancement proposals recommended by the Commission would involve a policy decision by the Mayor and the Board of Supervisors it was noted. Mr. Nichols described a schedule for budget action in January and February 2000 and the subsequent mayoral and Board of Supervisors budget process. Funding both Prop. E and General Fund and effective presentation of library program needs were mentioned as significant determinants for budget success next year.

Public comment: none offered

In response to an inquiry by President Llorente, Mr. Nichols discussed issues involved in including a item in the budget to cover appropriate expenses related to the operation of Commission itself. The Deputy City Librarian reported that some state library program funds might be available through trustee education programs when they are offered. Mr. Nichols informed Commissioner Streets of his suggested timeline for addressing the Strategic Plan, the Post Occupancy Evaluation (POE) and budget issues in January 2000.

CITY LIBRARIAN'S REPORT

Deputy City Librarian Susan Hildreth reported on recent staffing changes noting the exemplary services to the library of departing the Chief of Automation Services, Kathy Sanford and Personnel Director Diana Buchbinder. The Deputy City Librarian reported recent system-wide circulation statistics of 430,000 monthly, at the Main, an average 5200 daily patrons. She noted a slight decline in library card registrations which she suggested may be due to increased use of Internet resources and as a result of a stabilization of the patron use of the Main Library. The Deputy City Librarian provided new cataloging statistics amounting to 25,000 new titles, including 11, 000 "adds" aimed at replacing missing materials and filling gaps in the collection. Ms. Hildreth reported participation in a holiday canned food drive with the San Francisco Food Bank. She next informed the Commission regarding the extensive ergonomic training at the Library being done in conjunction with the Department of Public Health to address problem with repeated stress injuries and various kinds of lifting and moving work. The creation of a series of training classes and a team of ergonomic facilitators to go to various workplaces and help staff improve their working conditions was also mentioned. The Deputy City Librarian also informed the Commission concerning a systematic vandalism problem of damage to lesbian and gay materials in the collection at the Main, limiting their circulation. Ms. Hildreth described steps underway to respond to the problem

Public comment: An anonymous member of the public questioned use of the term "add" as confusing any understanding of reported statistics, and noting concern with the reported registration decline. The anonymous citizen spoke favorably of the ergonomic activities. Mr. Peter Warfield commented on reported difficulties with proposed gifts of books, that the policy on gifts appeared unclear, and if it would still be possible for a patron to check out items with minor damage or a missing bar code with a notation that they be repaired upon return.

Responding to an inquiry by President Llorente, the Deputy City Librarian discussed some of the issues involved in accepting and processing gifts and noted that some difficulties remained with finding sufficient funding.

POLICY HANDBOOK REPORT

The Commission Secretary gave a report on the status of the proposed Library Policy Handbook. It was reported that after an extensive effort including comprehensive searches of Commission files, a complete listing of all identifiable Commission approved policies presented in a standardized format was now available. He expressed regret that only a small number of copies were available at the meeting due to printing problems, but committed to making additional copies available upon request. The Commission Secretary noted several areas where additional priority policy development was needed including Main and branch public service hours, the fine and fee schedule, a review of the

Library Support Groups policy, and a volunteer policy. Gaps in existing the Confidentiality Policies were described. The Commission Secretary noted that there were many other major gaps in significant policy areas that he suggested could be addressed during the coming year. In addition it was noted that significant voter mandated changes in the Sunshine Ordinance would require changes in existing policies.

Public comment: An anonymous member of the public suggested inclusion of the Commission Bylaws in the Policy Handbook. Mr. Ed Regan inquired concerning any "weeding" policy mentioned in the draft handbook. Mr. Jack Cole expressed concerns with the Library's handing of his gift of books on organized labor, reporting that he had not received acknowledgment nor appropriate response to this gift until he had made repeated inquiries. He remained unsatisfied with how this matter had been addressed. Mr. Peter Warfield agreed that there were significant gaps in policy and also favored inclusion of the bylaws in the handbook. He further commented on Policy 203, Library Exhibitions Policy's emphasis that the Library give priority to exhibits of its collection, expressing disappointment with the few offered at the Main. He also spoke favoring Commission monitoring of its policies. Mr. Warfield also discussed the significance of details of the discussion of "weeding" in the Records Retention Policy as they related to use of circulation statistics as a factor in removal.

President Llorente inquired if the City Attorney had any plans to seek judicial review of the recently enacted Sunshine Ordinance revisions. He was informed by Deputy City Attorney Adine Varah that the City Attorney's Office would inform all affected departments after completion of a review of the changes in the law, but that she was unaware of any plan to legally challenge the revisions. Commissioner Chin suggested that further review of policy handbooks from other urban libraries could be beneficial. The Commission Secretary noted that extensive use of other libraries models had been used and that it was his plan to look again at such models in addressing the gaps in policy now that a basic structure for the policy handbook was in place.

LIBRARY COMMISSION 2000 MEETING SCHEDULE

The Commission Secretary presented a proposed calendar (copy attached) of regular meeting for 2000. He suggested that the traditional first Tuesday of the month be the regular meeting day as the Commission previously had indicated, excepting on primary and general election day and the July 4th holiday when a move to the first Wednesday was recommended. He also noted that the dates formerly reserved for Commission committee meetings (the third Tuesday or Thursday of each month) had been reserved in the Library's master calendar as alternative dates for special commission meetings should any be called.

Public comment: Mr. Ed Regan suggested that the schedule be distributed twice annually. An anonymous member of the public suggested that the Commission plan for a Summer break in its schedule, noting difficulties in maintaining a quorum during the Summer holidays and expressed concern that the Commission had so extensively reserved the

Koret for possible use resulting in denial use of the room to others.

President Llorente inquired concerning possible conflicts between the Schedule of meetings of the Board of the Friends and Foundation and the Commission.

MOTION: approval of the proposed schedule was moved by Commissioner Chin, seconded by Commissioner Streets.

ACTION: 4-0 Aye (Chin, Llorente, Streets, and Swig)

LABOR UNION REPORT
None offered

NEW BUSINESS
None offered

PUBLIC COMMENT : Mr. Ed Regan requested additional library public service hours and suggested formation of a Commission Committee to address issues concerning planning of new branch libraries. An anonymous member of the public expressed concern that public comment was not taken at the October and November meetings and described the continued posting of out-of-date announcements of Prop. E Hearings and for public comment on the Post Occupancy Evaluation (POE). It was further commented that a significant numbers of books in the Poetry Section were still unshelved, remaining on book trucks. It was additionally noted that lights were out in the art work featuring noted literary figures. Mr. Peter Warfield also criticized the number of books unshelved on book carts and noted that his comments on exhibits should not be interpreted as criticizing current exhibits but seeking more exhibits from within the collection.

ADJOURNMENT

MOTION: Commissioner Streets, seconded by Commissioner Chin moved to adjourn the meeting.

Public comment: none offered

ACTION: APPROVED AYE 5-0 (Chin, Higueras, Llorente, Streets, and Swig)

The meeting was declared adjourned at 9:22PM

Michael Housh, Library Commission Secretary 12/8/99

Please note. Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102

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PUBLIC LIBRARY

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

/7/99

NOTICE OF MEETING

The regular meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, December 7,1999
TIME: 5:30 PM
PLACE: Koret Auditorium
Main Library, lower level

The meeting will be called to order

Willie L. Brown, Jr.
Mayor

Ernest H. Llorente
President

Charles A. Higueras, A.I.A.
Vice President

Lonnie K. Chin
Steven A. Coulter
Carol Steiman
Fran A. Streets
Dorarian W. Swig
Commissioners

Regina Minudri
City Librarian

Michael Housh
Commission Secretary

AGENDA*:

1. **APPROVAL OF THE MINUTES** — **ACTION**
Presentation of, discussion of, and possible action to approve the Minutes of the special Commission meeting of November 18, 1999.

2. **CITY LIBRARIAN'S REPORT** by Deputy City Librarian Susan Hildreth
(This item is to allow the City Librarian to report on recent Library activities and make announcements)
This report will consist of: a strategic plan update report and a Final POE report announcement.

3. **OCEAN VIEW CONSTRUCTION REPORT**
by Mr. Edgar Lopez, Department of Public Works
A status report on and discussion of the construction of the new Ocean View Branch Library.

4. **LIBRARY PUBLIC SERVICE HOURS** — **ACTION**
Presentation of, and discussion of and possible action to approve a proposed new schedule for system wide library public service hours.

5. **CHILDREN'S SERVICE PLAN**
Presentation of, and discussion of the 2000 Children's Services Plan proposed by the Mayor's Office of Children, Youth, and their Families.

6. **NOMINATION OF COMMISSION OFFICERS FOR 2000** — **ACTION**
(This item is to allow Commissioners to indicate an interest in serving as President or Vice President of the Commission and to nominate themselves or fellow commissioners for the offices of President or Vice President of the Commission.)

7. **SUPPLEMENTAL APPROPRIATION** **ACTION**
Presentation of, discussion of, and possible action to approve a supplemental appropriation to fund HVAC (heating, ventilation, and air conditioning) improvements at the Chinatown Branch Library.

8. **RESOLUTION IN SUPPORT OF PROP. 14 & OTHER STATE LIBRARY LEGISLATION** **ACTION**
Presentation of, discussion of, and possible action to approve a resolution in support of adoption by the voters of the proposed California Reading and Literacy Improvement and Public Library Renovation and Improvement Bond Act of 2000 and other state legislation providing additional funding for California libraries.

9. **UNION REPORT**
(This item is to allow members of library labor organizations to report on employee matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

10. **NEW BUSINESS**
(This item is to allow Commissioners to introduce new agenda items for future consideration.)

11. **PUBLIC COMMENT**
(This item is to allow members of the public to comment generally on matters within the Commission's purview as well as to suggest new agenda items for the Library Commission's future consideration.)

12. **ADJOURNMENT** (requires motion and public comment) **ACTION**

*** Public comment will be taken before or during the Library Commission's consideration of each agenda item**

12/1/99 - M.Housh, Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - Accessible Meeting Policy

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level,Koret Auditorium. The Commission meeting room is wheelchair accessible. The closest accessible BART station is ivic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code secs. 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact e Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

M. Housh 10/17/97

SAN FRANCISCO PUBLIC LIBRARY **Revised 11/22/99**

Proposed Library Hours of Operation*

C:\BRANCHPROJECT\OPENHOURS.PROPE (EXCEL)

LIBRARY	MON	TUE	WED	THU	FRI	SAT	SUN
ANZA	12 - 6	10-9	1-9	10-6	1-6	**1-6**	Closed
BAYVIEW/A.E.WADEN	10-6	10-6	**1-8**	**1-7**	1-6	10-6	Closed
BERNAL HEIGHTS	Closed	10-9	1-9	10-6	1-6	1-6	Closed
CHINATOWN	1-9	10-9	10-9	10-6	1-6	10-6	1-5
- CHILDREN'S ROOM	1-6	10-8	**10-8**	10-6	1-6	10-6	1-5
EUREKA VALLEY/HMM	12-6	10-9	1-9	10-6	1-6	**1-6**	Closed
EXCELSIOR	1-9	10-9	10-9	10-6	1-6	10-6	1-5
GLEN PARK	Closed	10-6	12-8	1-7	1-6	1-6	Closed
GOLDEN GATE VALLEY	Closed	10-6	12-8	1-7	1-6	1-6	Closed
INGLESIDE	Closed	10-6	12-8	**12-6**	1-6	**1-6**	Closed
MARINA	10-6	10-6	1-9	1-9	1-6	10-6	1-5
MERCED	Closed	10-9	1-9	10-6	1-6	10-6	Closed
MISSION	1-9	10-9	10-9	10-6	1-6	10-6	1-5
- CHILDREN'S ROOM	1-6	10-8	**10-8**	10-6	1-6	10-6	1-5
NOE VALLEY/S. BRUNN	Closed	10-9	1-9	10-6	1-6	**10-6**	Closed
NORTH BEACH	12-6	10-9	1-9	10-6	1-6	**1-6**	Closed
OCEAN VIEW	Closed	**10-7**	**10-7**	1-6	1-6	**1-6**	Closed
ORTEGA	10-6	10-6	1-9	1-9	1-6	10-6	Closed
PARK	Closed	10-9	**1-9**	10-6	1-6	10-6	Closed
PARKSIDE	**1-6**	10-9	1-9	10-6	1-6	**10-6**	Closed
PORTOLA	Closed	10-6	12-8	1-7	1-6	1-6	Closed
POTRERO	Closed	**10-8**	**12-8**	10-6	1-6	**1-6**	Closed
PRESIDIO	Closed	10-9	1-9	10-6	1-6	10-6	Closed
RICHMOND	10-6	10-9	10-9	1-9	1-6	10-6	1-5
- CHILDREN'S ROOM	10-6	10-8	**10-8**	1-6	1-6	10-6	1-5
SUNSET	1-9	10-9	10-9	10-6	1-6	10-6	1-5
- CHILDREN'S ROOM	1-6	10-8	**10-8**	10-6	1-6	10-6	1-5
VISITACION VALLEY	Closed	10-6	12-7	1-7	1-6	**1-6**	Closed
WEST PORTAL	1-9	10-9	10-9	10-6	1-6	10-6	1-5
WESTERN ADDITION	1-9	10-6	10-9	1-6	1-6	10-6	Closed
MAIN LIBRARY	10-6	9-8	9-8	9-8	**12-6**	**10-6**	12-5

Open Hours	**Current**	**Proposed**	**Difference**
BRANCH LIBRARIES	1,112	**1,110**	**-2**
- THE CHILDREN'S ROOMS AT THE FOUR 2-FLR BRANCHES	188	**200**	**12**
SUBTOTAL	1,300	**1,310**	**10**
MAIN LIBRARY	60	60	0

* ***Proposed changes in bold type.***

HoursChart.PropE

December 1, 1999

TO: Library Commission

FROM: George M. Nichols, Finance Director
San Francisco Public Library

SUBJECT: **FY 1999-2000 SUPPLEMENTAL FUNDING REQUEST**

Proposed Action

Authorize the SFPL to request a supplemental appropriation of $219,853 from unexpended project funds originally budgeted for the "Chinatown Branch Library Renovation Project" to design and install an air conditioning system in the Chinatown Branch Library.

The upgrade of the existing HVAC system will alleviate temperature control problems, address public health and safety concerns at the facility, and provide a safe, stable, and comfortable environment for the public who use the library and the staff who work there. The estimated cost of the proposed project is $314,000. The SFPL proposes to use appropriation balances of $94,147 left over from original appropriations made to renovate the branch in conjunction with the supplemental appropriation of $219,853 to cover the costs of the proposed project. Funding for the proposed project is detailed on the attached table.

Background

The Chinatown Branch Library was renovated and expanded in 1996. The project included seismic upgrading, improving accessibility for the disabled, upgrading electrical wiring, construction of an addition to increase public space and to add shelf space for the Branch Library's collections, and the acquisition of furniture, fixtures, and equipment (FF&E) for the renovated facility. The total project, including FF&E, cost approximately $9.6 million. Construction was funded by appropriations from the 1988 Library Improvement Bond Fund, the 1990 Earthquake Safety Bond Fund (ESP II), the State Library Construction Bond Fund, an MOCD grant, and a State Open Space grant. Acquisition of FF&E was funded by grants from the Library Foundation and the State.

The original project did not include the design and installation of an air conditioning system. At the time the Branch was renovated, it was felt that the air circulating system designed for the facility would be adequate for fresh air circulation. Subsequent problems were not anticipated. Since the completion of the project and the reopening of the Branch in 1996, problems regarding the lack of adequate air circulation – particularly during the summer months when both the outside temperature and public use of the Branch are high – have been documented. The SFPL working with DPW and the Bureau of Building Repairs attempted to address these problems by making minor modifications to the existing HVAC system. These modifications have not worked and the problem persists.

The SFPL requests the Commission's approval to proceed with the project. Funds for the air conditioning project will come from revenue balances that remain in the Chinatown Branch Library Renovation Project budget. To date, the revenue balance in the project budget is approximately $371,000.

The proposed project scope includes:

▪ Development of plans and specs to install a 60 ton air cooled chiller, chilled water distribution pumping system, two chilled water coils and temperature controls.	Bureau of Engineering, DPW
▪ Design to power the air-cooled chillers and other system components.	Bureau of Engineering, DPW
▪ Design to strengthen the existing roof structure to accommodate the additional equipment.	Bureau of Engineering, DPW
▪ Landscape design to relocate existing fence housing the mechanical systems.	Bureau of Engineering, DPW
▪ Construction.	To be determined through bid process.

The Bureau of Engineering, DPW will serve as the project manager. Construction and installation will be put to bid. Pacific Coast Trane Service installed the original HVAC system and continues to provide repair and maintenance service on the system. Attached is a copy of DPW's proposed budget for the project.

Analysis/Reason for Recommendation

The Chinatown Branch Library is a three-storied structure that includes a large children's room and community meeting room in the lower level; extensive public space on the main or street level; and a public computer lab and staff space on the upper or mezzanine level. In addition, there is a garden and open public space located on the roof of the branch. The Chinatown Branch Library is open to the public seven days a week for a total of 55 hours. It provides extensive public programming for the Chinatown and surrounding communities and is staffed by 36 people. The branch library houses one of the most extensive collections of Chinese and Vietnamese language books and materials in Northern California and is one of the most heavily used libraries in the system. The branch averages about 1,500 visitors per day and has an annual circulation of about 180,000 items.

The SFPL in response to concerns raised by both the public and branch staff asked DPW and the Public Health Department-Occupational Safety and Health Section to monitor ambient air temperatures in the Library. DPW monitored temperatures in ten locations in the branch over eight days during September 1998. DPW placed sensors in staff office space, the main reading room, the circulation/sorting area, the staff room, the work room, the Children's Story Room, and the conference/storage area. Temperatures were monitored continuously from midnight of September 2nd through 1 p.m. on September 9th. The results of the study varied by location, but showed a consistent pattern of high temperatures during peak hours of operation – between 10 AM and 4 PM. Temperatures in these locations ranged from the mid-seventies to the mid-eighties. In comparison, industry guidelines or standards developed by the American Society of Heating, Refrigerating, and Air-Conditioning Engineers, Inc. (ASHRAE) suggest a temperature range for libraries of 68 to 72 degrees.

The results of the monitoring done by the Public Health Department did not yield the same egregious temperatures that were found by DPW. However, they noted that their findings might have been a result of cooler days during the period in which they monitored the facility. Notwithstanding their results, the Health Department survey noted the numerous staff complaints and the heavy use of portable fans to keep staff and public areas cool, as indications that climate control in the building was inadequate. They concluded that the problem was a mechanical issue in that the existing ventilation system could be improved by adding an air conditioner.

Fiscal Implications

As indicated, funds for the proposed project will come from revenue balances that remain in the Chinatown Branch Library Renovation Project budget. The current revenue balance in the project budget is approximately $371,000. The bulk of these funds are made up of interest that has accrued in the project account. The proposed use of these funds is consistent with the original purpose of the appropriation and will not impact the City's General Fund.

CHINATOWN BRANCH LIBRARY
RENOVATION PROJECT BUDGET

Source	Actual Revenue	Actual Expenditures	Revenue Balance	Approp. Balance	Uapprop. Revenue
Library Improvement Bond Fund	1,826,506	1,826,506	0	0	0
Lib. Improvement Bond - Interest	2,320,667	2,272,094	48,573	48,573	0
Earthquake Safety Bond (ESP2)	2,495,906	2,495,906	0	0	0
State Library Bond Funds	2,328,354	2,328,354	0	0	0
State Open Space Grant	120,000	120,000	0	0	0
MOCD Grant	144,350	144,350	0	0	0
Library Foundation Grant	274,873	274,873	0	0	0
Interest from State Library Bond	224,718	0	224,718	0	224,718
State Grant for FF&E	134,412	88,838	45,574	45,574	0
Other/Misc.	52,407	0	52,407	0	52,407
Total	**$9,922,193**	**$9,550,921**	**$371,272**	**$94,147**	**$277,125**

Proposed HVAC Upgrade	**$314,000.0**
Less Unexpended Appropriation Balance	**$94,147.0**
Unappropriated Revenue (Supplemental Funding)	**$219,853.0**

Data Source: FAMIS 11/30/1999
ESP 2 funds for the Chinatown Renovation Project established in DPW Project Account CATES2/CLXX.

H. Project Costs

The following estimates are based on the work scope and schedule described above. Program changes will impact these estimates:

Total Project Costs			
Item	**Reference**	**Description**	**Fees**
1		Building Permit	$2,500
2		Contract Prep.	$3,000
3	Appendix B	Project Management	$8,000
4	Appendix B	Performance Specifications – Mechancial	$12,000
5	Appendix C	Electrical Design	$5,000
6	Appendix D	Structural Design	$1,500
7	Appendix E	Landscape Design	$3,500
8	Appendix A	Construction Costs	$230,000
9	Appendix B	Construction Support Service- Mechanical.	$3,000
10	Appendix C	Construction Support Service- Electrical.	$1,500
11	Appendix D	Construction Support Service- Structural	$1,500
12	Appendix E	Construction Support Service- Landscape	$1,500
13	Appendix F	Construction Management (BCM)	$18,000
14		10% Construction Contingency	$23,000
		Total Project Costs	**$314,000**

The above design budgets are based upon the hourly rate and overhead costs for the following classifications:

Class	Title	Hourly Rate	Overhead	Total
5258	Senior Mechanical Engineer	$45.32	2.33	$105.59
5256	Full Mechanical Engineer	$39.15	2.33	$91.21
5254	Associate Mechanical Engineer	$33.82	2.33	$78.80
5252	Assistant Mechanical Engineer	$28.51	2.33	$66.43
5346	Engineering Associate I	$25.11	2.33	$58.50

Please call me at 558-4550 if you have any questions or concerns.

Attachments:

- ☐ Appendix A – Construction Costs Estimating Worksheet.
- ☐ Appendix B – Design Budget Estimating Worksheet - Mechanical
- ☐ Appendix C – Design Budget Estimating Worksheet - Electrical
- ☐ Appendix D – Design Budget Estimating Worksheet – Structural

San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

SAN FRANCISCO PUBLIC LIBRARY
2000 STATE BUDGET AND BILL REQUESTS

BALLOT INITIATIVE SUPPORT

Support for **PROPOSITION 14**, the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000, which will be on the March 7, 2000 statewide ballot

BILL REQUEST

Support any state or federal legislation which enhances public library funding

Support any state or federal legislation which provides for discounted rates or assistance in paying telecommunications fees charged to public libraries

Support any state or federal legislation which promotes and funds cooperative library networks for all types of libraries

BUDGET REQUEST

Support full funding for the Public Library Fund (PLF) which provides state support to public libraries on a per capita basis. Full funding requires a $15 million augmentation. The 1999/2000 allocation for San Francisco Public Library is $1.3 million; if fully funded, San Francisco would receive $1.6 million annually.

Support increased funding for the Library of California legislation passed in 1998 to provide structure and funding for networking of various types of libraries in California

Meet needs of diverse neighborhoods

- Ensure that facilities meet community needs and are safe, clean and comfortable
  - Branch facilities plan

Provide Lifelong Learning

- Provide learning opportunities for SF residents for whom English is not the primary language
  - Will focus on expanding available materials and services
  - Not addressed in original versions - suggested by staff

Provide Information for Businesses and Individual Entrepreneurs

- Provide jobs and careers information for changing workforce
  - Build on existing program

Provide Educational Services and Resources for Youth

- Support youth in making college and career choices - Carnegie Grant
- Expand support for early childhood care givers/educators

Provide Barrier-free Access to All Services

- Improve access to information and materials to people with disabilities

Provide Information About City Services and Resources

- Integrate Community Connection as vital part of Library's service to public

Encourage Development of Shared City Vision

- Provide a forum of discussion of public policy issues

Provide Equitable Access to Resources

- Improve patron's electronic access to library resources

"A Community Vision 1991 - 1996"

- Key themes
  - System access, collections, facilities, community pride, staff and community involvement
  - Themes similar to proposed strategic directions

SFPL LIBRARY COMMISSION

November 18, 1999

Budget Workshop Handouts

SAN FRANCISCO PUBLIC LIBRARY

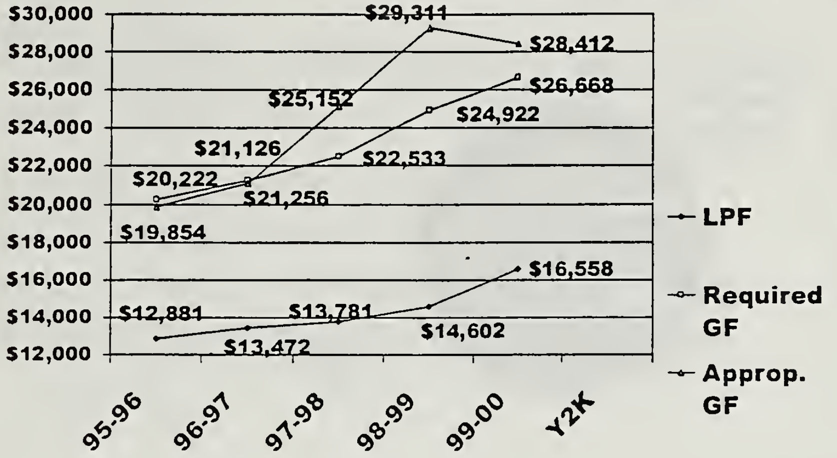
Budget Planning Y2K

Library Financing
Framework
Process

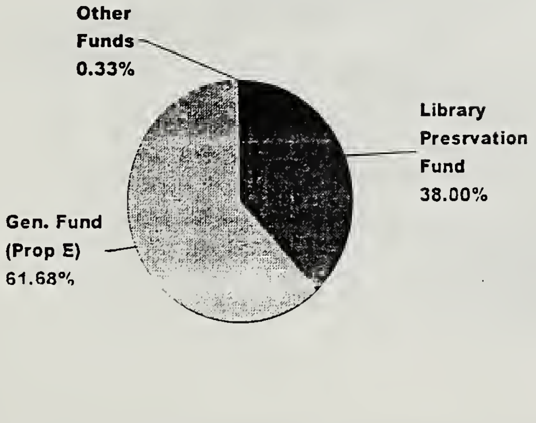
SOURCES OF FUNDS

- **Proposition E**
  - Library Preservation Fund
  - GF contribution
    - State Public Library Fund
- **General Fund > Prop E requirement**

REVENUE TRENDS

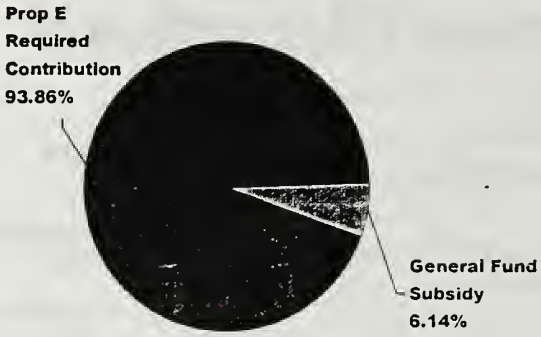


FUND SOURCES: 1999/2000



- Library Preservation Fund ($17.504)
- General Fund ($28.412)
- Other ($0.150)
- Total ($46.066)

General Fund: 1999-2000

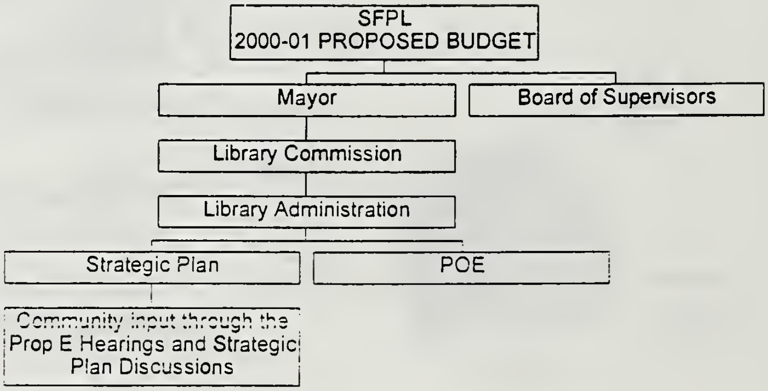


Prop E	$26.668 m
Subsidy	$ 1.744 m
Total	$28.412 m

Prop E Contribution

PLF	$ .923
GF	$25.745
Total	$26.668

Y2K BUDGET PROCESS


SFPL
2000-01 PROPOSED BUDGET

Mayor

Board of Supervisors

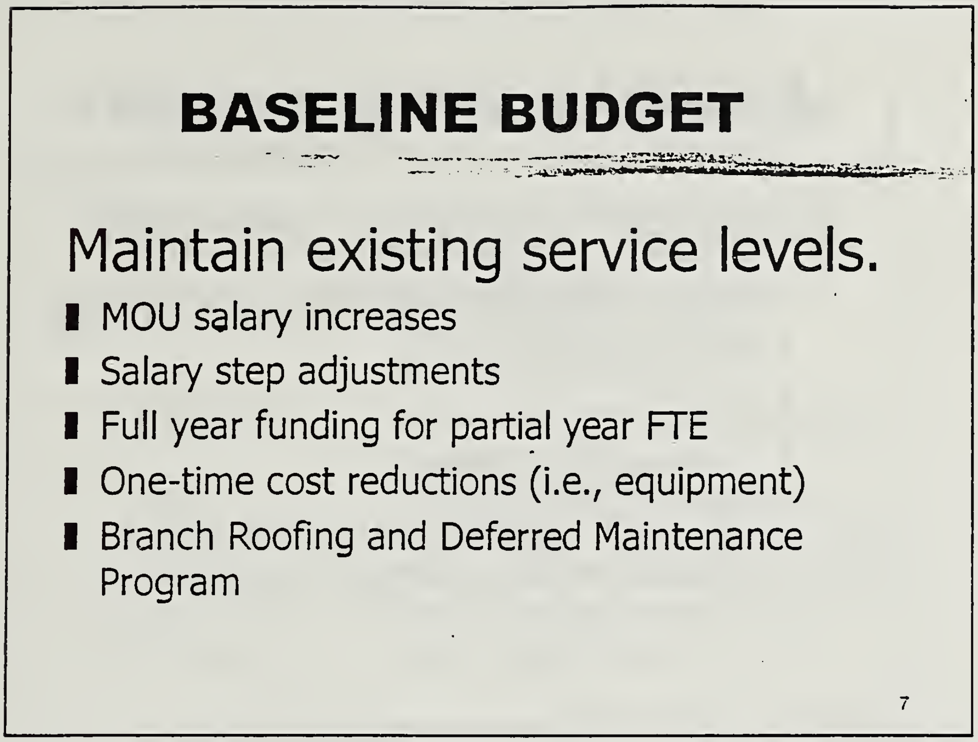
Library Commission

Library Administration

Strategic Plan

POE

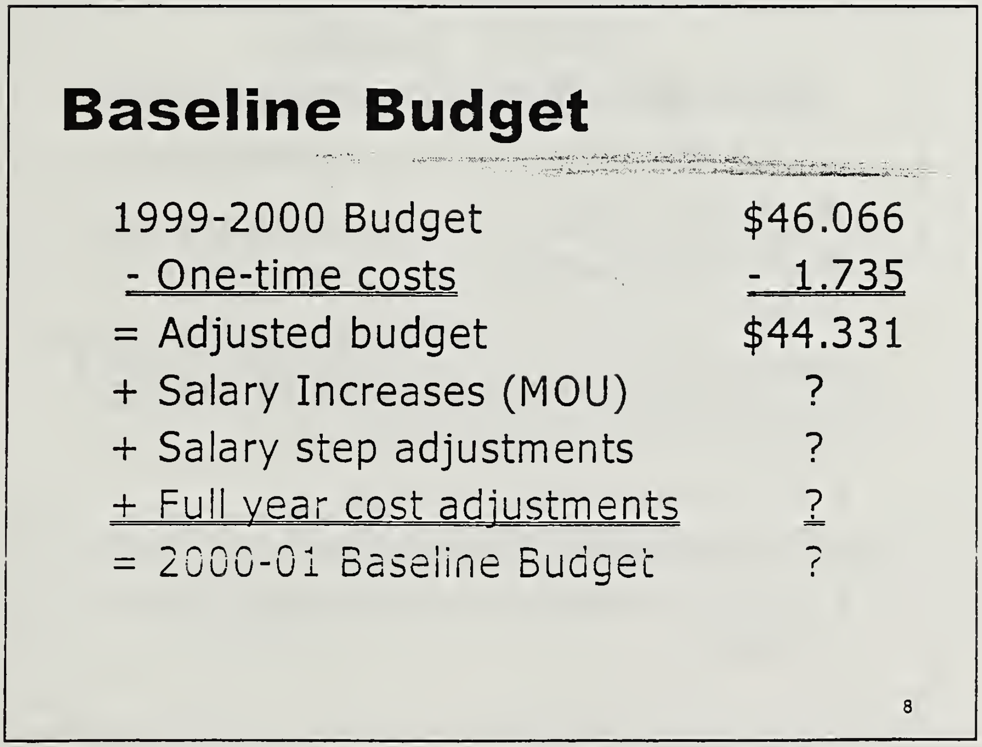
Community input through the Prop E Hearings and Strategic Plan Discussions



BASELINE BUDGET

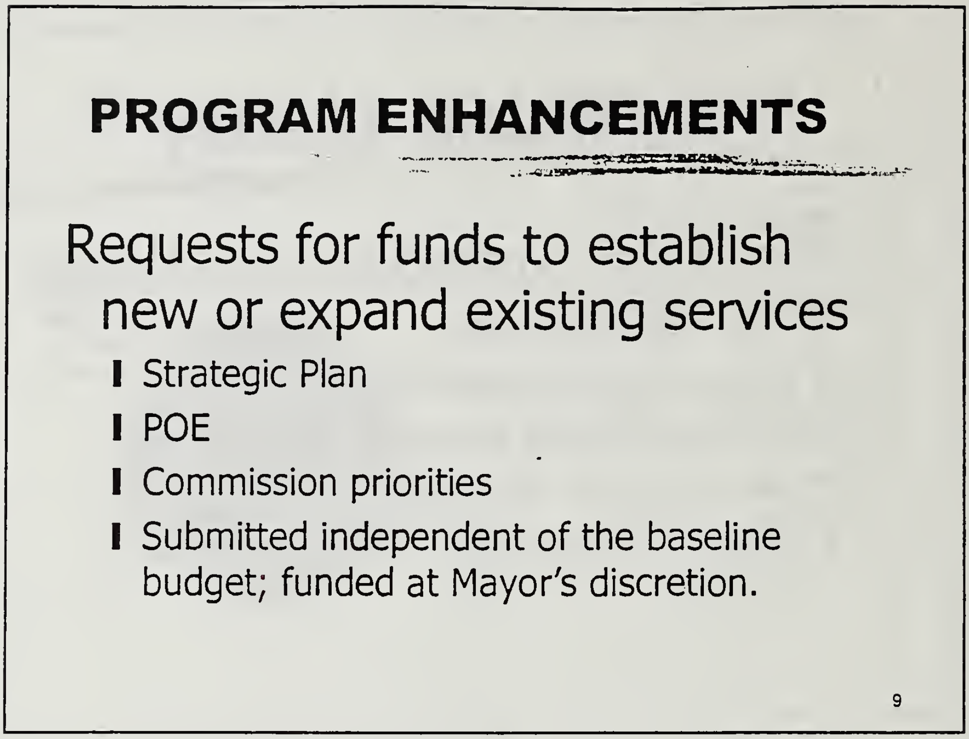
Maintain existing service levels.

- MOU salary increases
- Salary step adjustments
- Full year funding for partial year FTE
- One-time cost reductions (i.e., equipment)
- Branch Roofing and Deferred Maintenance Program



Baseline Budget

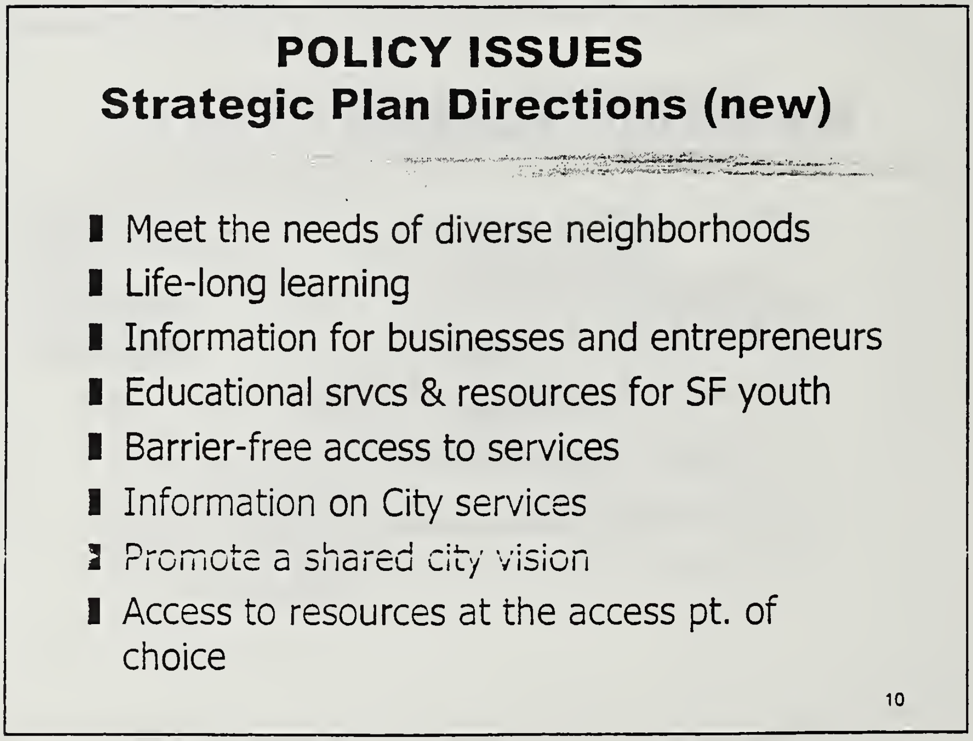
1999-2000 Budget	$46.066
- One-time costs	- 1.735
= Adjusted budget	$44.331
+ Salary Increases (MOU)	?
+ Salary step adjustments	?
+ Full year cost adjustments	?
= 2000-01 Baseline Budget	?



PROGRAM ENHANCEMENTS

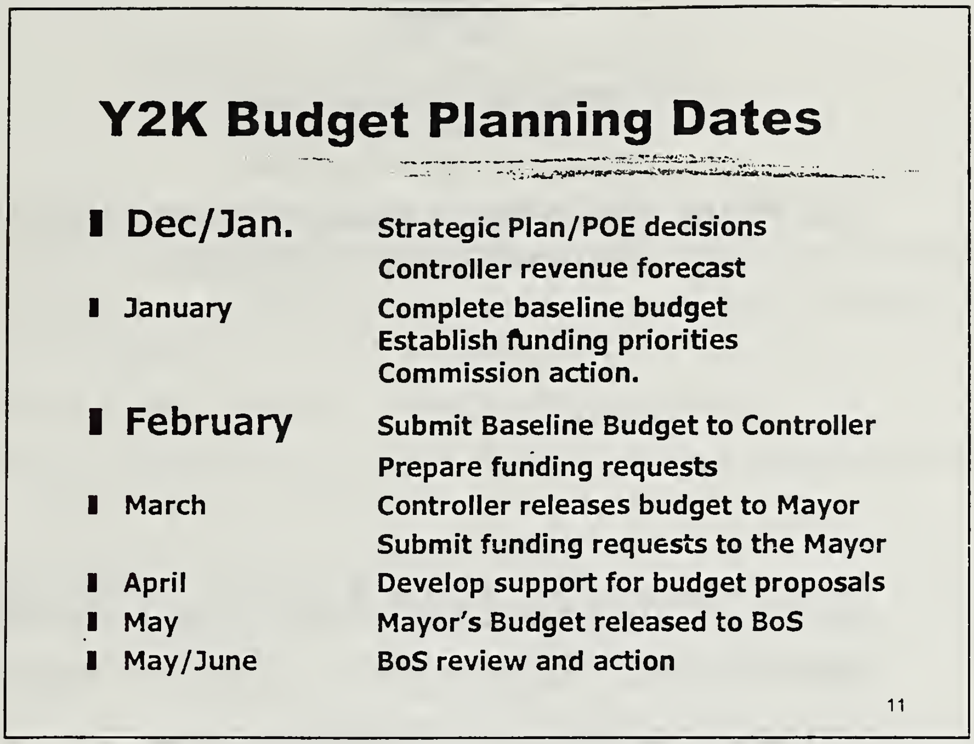
Requests for funds to establish new or expand existing services

- Strategic Plan
- POE
- Commission priorities
- Submitted independent of the baseline budget; funded at Mayor's discretion.



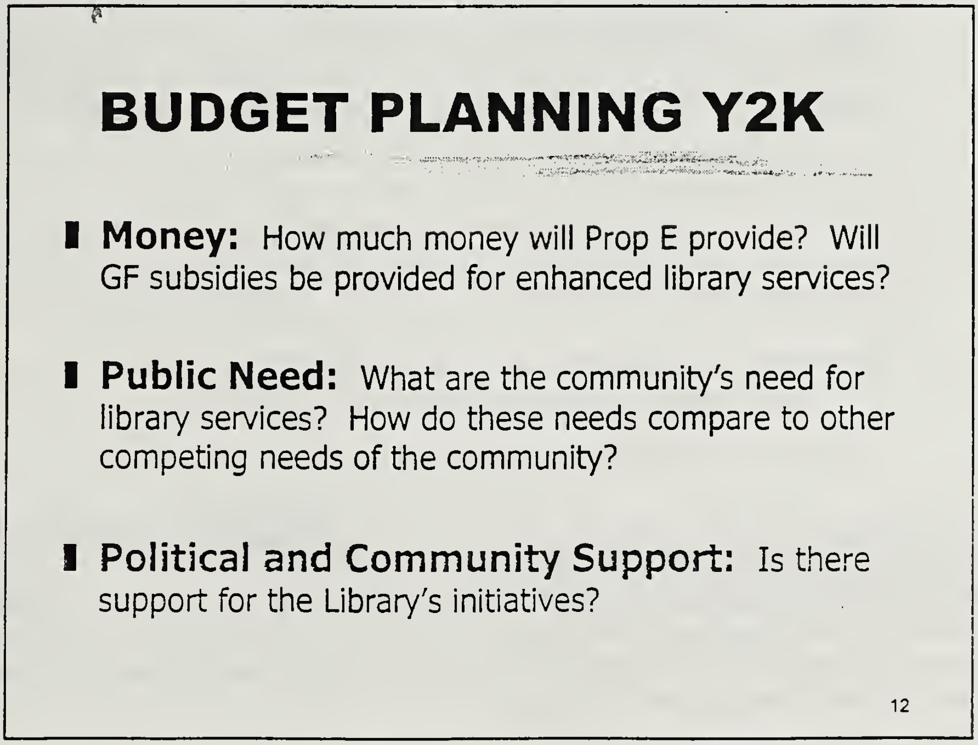
POLICY ISSUES
Strategic Plan Directions (new)

- Meet the needs of diverse neighborhoods
- Life-long learning
- Information for businesses and entrepreneurs
- Educational srvcs & resources for SF youth
- Barrier-free access to services
- Information on City services
- Promote a shared city vision
- Access to resources at the access pt. of choice



Y2K Budget Planning Dates

Dec/Jan.	Strategic Plan/POE decisions Controller revenue forecast
January	Complete baseline budget Establish funding priorities Commission action.
February	Submit Baseline Budget to Controller Prepare funding requests
March	Controller releases budget to Mayor Submit funding requests to the Mayor
April	Develop support for budget proposals
May	Mayor's Budget released to BoS
May/June	BoS review and action



BUDGET PLANNING Y2K

- **Money:** How much money will Prop E provide? Will GF subsidies be provided for enhanced library services?
- **Public Need:** What are the community's need for library services? How do these needs compare to other competing needs of the community?
- **Political and Community Support:** Is there support for the Library's initiatives?

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
2000 MEETING SCHEDULE

Willie L. Brown, Jr.
Mayor

Ernest H. Llorente
President

Charles A. Higueras, A.I.A.
Vice President

Lonnie K. Chin
Steven A. Coulter
Carol Steiman
Fran A. Streets
Darian W. Swig
Commissioners

Regina Minudri
City Librarian

Michael Housh
Commission Secretary

First Tuesday of the Month, 5:30 PM

January 4, February 1, April 4, May 2, June 6, August 1, September 5, October 3, December 5.

First Wednesday of the Month, 5:30 PM

March 8*, July 5**, November 8***.

* The meeting in March will be held on the 1st Wednesday due to Presidential Primary Election being held on the 1st Tuesday.
** The meeting in July will be held on the 1st Wednesday due to July 4th Independence Day Holiday falling on the 1st Tuesday.
***The meeting in November will be held on the 1st Wednesday due to Presidential Election being held on the 1st Tuesday.

M.Housh, Commission Secretary
11/30/99

San Francisco Public Library Commission
100 Larkin Street, San Francisco, CA 94102
Phone 415.557.4233, Fax 415.557.4240

Villie L. Brown, Jr.
ayor

rnest H. Llorente
resident

harles A. Higueras, A.I.A.
ice President

onnie K. Chin
teven A. Coulter
arol Steiman
ran A. Streets
arian W. Swig
ommissioners

Regina Minudri
City Librarian

Michael Housh
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the regular meeting of Tuesday, December 7 , 1999 (As approved 1/4/00)

The San Francisco Public Library Commission held a regular meeting on Tuesday, December 7, 1999 in the Koret Auditorium, Main Library.

The meeting was called to order at 5:36 PM by President Llorente.

The following members were noted present: President Llorente, Commissioners Chin, Coulter, Llorente, Steiman, and Swig.

Commissioner Streets joined the meeting at 5:37PM.

Commissioner Higueras was noted excused attendance.

APPROVAL OF MINUTES of the special meeting of November 18, 1999.

Public Comment: An anonymous member of the public expressed concern with lack of complete page numbers in the printed minutes, a loss of punctuation marks in the online minutes, and criticized reported comments attributed to an anonymous member of the public concerning the proposed public service hours as misleading rather than inaccurate. Mr. Peter Warfield noted that his copy of the Minutes contained nine pages, that remarks attributed to him in the Minutes concerning an unanswered question about "pin" numbers posed by Commissioner Steiman referred to the method of assigning numbers as a security risk. He also questioned the accuracy of the time reported when Commissioners might have to leave the meeting and stated that he had cited specific losses in seven branches' hours as proposed. Mr. Warfield also objected that members of the public were not credited with prompting Commissioners to ask questions and complained that there was a lack of clarity regarding the total numbers of public service hours reported.

MOTION: approval of the Minutes of the special meeting of November 18, 1999 was moved by Commissioner Chin, seconded by Commissioner Swig.

ACTION: 6-0 Aye (Chin, Coulter, Llorente, Steiman, Streets, and Swig)

CITY LIBRARIAN'S REPORT

Deputy City Librarian, Ms. Hildreth reported to the Commissioners that at their suggestion the proposed Strategic Plan was now available for public review and comment on the website, by email, mail, or telephone, at the Main Library, and in all of the branches. The Deputy City Librarian noted that the public was being given opportunity to offer comments until December 30, 1999. Ms. Hildreth informed the Commissioners that the final report on the Post Occupancy Evaluation (POE) of the Main Library would be presented at the January 4th meeting of the Commission.

Public comment: An anonymous member of the public observed that there were two versions of the Strategic Plan, a summary version and a 21 page detailed version. Mr. Peter Warfield inquired concerning the various versions of the draft Strategic Plan.

In response to a question by President Llorente, the Deputy City Librarian explained differences between the summary report on the proposed Strategic Plan and the more detailed version. She noted that the summary included all of the critical points and issues to be addressed by the plan. Ms. Hildreth noted that the website posting included information that a more extensive version of the proposed Strategic Plan was also available for public review and comment. The Deputy City Librarian informed President Llorente that it was her expectation that the Post Occupancy Evaluation (POE) Report should be ready for delivery to Commissioners during the week on December 20th. In response to his question she noted that the document would be too large to post on the website, but that that the Executive Summary could be made available at the Main and in branch libraries for public review and comment. It was a sense of the Commission that the report should be accessible for public comment when it became available.

OCEAN VIEW BRANCH CONSTRUCTION REPORT

Mr. Edgar Lopez, Bureau of Architecture, DPW gave a monthly update report on the construction of the new Ocean View Branch Library. Mr. Lopez reported the project 50% complete. He noted that despite the contractor's best efforts the project remained four weeks behind schedule. He reported that a five day rain delay extension was under negotiation with the contractor. Mr. Lopez informed the Commissioners that there would likely be three change orders brought to the Library for its consideration next month.

Public comment: Mr. Tortuga Bi Liberty expressed the hope that the new branch would have ample shelf space for books and be open on weekday evenings and weekend days.

In answer to a question by Commissioner Streets, Mr. Lopez described the likely change orders as $12,000 due to a recommended change in location of the main water connection and two other minor changes totaling $3,500.

LIBRARY PUBLIC SERVICE HOURS

Deputy City Librarian Susan Hildreth called the Commissioners' attention to a revised listing of the proposed schedule of public hours from the current 1,112 down 2 hours to 1,110. Ms. Hildreth detailed various cost and staffing issues involved in the modification of the existing schedule of hours. She advised the Commissioners that the proposed new schedule of public service hours would incur no significant increase in costs and could be managed within the Library's existing budget.

Public comment: An anonymous member of the public noted that the issue before the Commission resulted from a lengthily process of hearings and including litigation against the library concerning that had been brought by the anonymous member of the public challenging the Prop. E Hearings. Additionally, the anonymous member of the public challenged the numbers of (public service) hours reported to the public and contended these reports served to confuse the public. Mr. Peter Warfield found the report of children's hours confusing, quoted from an old hymn in reference to increases in the Library's budget since Prop. E (Library Preservation Fund, and regarding the relationship between the overall budget and the book budget and hours. He criticized the proposed reduction in hours and requested generous increases instead. Mr. Tortuga Bi Liberty suggested that library funds were being expended on administrators rather than books.

Commissioner Steiman discussed the importance of giving prudent and thoughtful consideration in setting the proposed schedule as they would be fixed as the minimum for the next five years. She reminded her fellow commissioners of terrible and difficult choices that had previously to be made because of tight budgets. President Llorente discussed the comments submitted and emphasized the importance of considering the overall fiscal needs of the library system when considering the proposed schedule of public service hours. Ms. Donna Corbeil, Chief of Branches informed Commissioner Coulter that in two story branches, the children's rooms are closed and unavailable when staffing is not available. She discussed the proposed increase in Children's services hours. Ms. Hildreth confirmed that the proposed schedule did recommend a two hour reduction in hours if one only considered hours from opening the door at a branch to closing. She discussed difficulties and labor agreement aspects of the staffing requirements that resulted in choosing the schedule proposed. In response to an inquiry from Commissioner Streets, Deputy City Attorney Adine Varah informed Commissioner Streets that children's service hours were not specifically mentioned as a distinct category in Prop. E, which refers instead to library "service hours" and noted that the minimum baseline "service hours" for the five year period beginning January 1, 1995 was set by Prop. E at "1028 hours per week." If the Commission adopted the proposed schedule those hours would be the new service hours in effect for the five year period beginning on January 1, 2000. In response to a question by Commissioner Steiman, the Deputy City Librarian reported that two hours could be added back to the schedule without significant fiscal impact or other reductions in service. She suggested that this change would pose difficulties, but could be accomplished by adding an hour each from 12-1PM on Wednesdays at the Eureka Valley/Harvey Milk Branch and at the Anza Branch. Ms. Donna Corbeil, Chief of Branches explained the reasoning behind the choice of these hours at these two branches.

MOTION: Commissioner Coulter, 2nd by Commissioner Steiman that the Commission approve a revised schedule of public service hours restoring two hours to maintain the same total number of hours as were offered during the first five year cycle of Prop. E. (the Library Preservation Fund).

Public comment: Mr. Warfield requested addition of more cost free hours, particularly on Saturday, weekends, and evenings. An anonymous member of the public commented that "I don't know" was the most frequent answer to questions posed to staff during the public hearings and that the public was not informed concerning the true costs involved in the proposed reduction in public service hours. Mr. David Axel, branch library patron at the Harvey Milk Library challenged critical public comment as dismayingly hostile and ignoring the real difficulties and challenges faced by library staff in serving the public. He understood that practical realities, not just money, are involved in providing the system wide exemplary library services he enjoys so much. Ms. Deborah Doyle, Friends and Foundation agreed with the previous speaker and emphasized that increased children's services were a major patron request in the Prop. E Hearings.

Commissioner Steiman and Commissioner Chin discussed non-monetary costs, problems, and service needs involved in setting the revised schedule. The Deputy City Librarian and the Chief of Branches further explained the anticipated difficulties, issues, and challenges in accomplishing the 1,112 hour schedule.

ACTION: 5 Aye (Chin, Coulter, Llorente, Steiman, Streets, and Swig) 1 Nay (Llorente)

CHILDRENS SERVICES PLAN

Mr. Cedric Yap and staff from the Mayor's Office of Children., Youth, and their Families made a detailed presentation of the 2000 Children's Services Plan mandated by Prop. J (1991 Children's Fund). The plan 418 million in funding is distributed to community based organizations serving children and youth 17 and younger. This year's two year version of the plan will complete the final two cycle of Prop. J (1991 Children's Fund) programs. Plans for a voter approved continuation of this program were outlined. Discussion of "out come based planning" followed. Details of the $440,000 in Children's Fund expended in four library programs were discussed. Highlights of the mission of the Mayor's Office of Children Youth and their Families and the elements of the proposed plan for 2000 were outlined. The unique aspects of the plan's program support work was described and direct youth participation in program evaluation was noted. Program benchmarks were mentioned as "Healthy", "Ready to Learn", "Safe Homes and Communities", and "Children and Youth contributions to San Francisco's Growth and Vitality." The recommendations in the plan were a city wide framework for planning for Children and Youth services, creation of a Children and Youth Cabinet, and a formation of a "Blue Ribbon Task Force" on Children and Youth issues. Creation of an extensive data resource to guide and measure programs serving children and youth was noted . A number of service goals, grant management procedures, and measured achievement targets were also discussed.

Public comment: An anonymous member of the public noted the reference to "out come based results", expressed the wish to have had more time to review the proposed plan, and related the importance of meeting children's needs and the suffering experienced by children.

In response to questions by Commissioner Chin, 55,000 children, youth and their families were identified as being served through community based programs funded by the Children's Fund. Particular attention was given to the "Youth Works" youth employment program and Summer Food Programs serving 220,000 lunches. In further response to Commissioner Chin, it was explained that the Japanese Community Youth Council (JCYC), the largest funding recipient, operated a major program and also acted as the fiscal agent for a number of other programs. Expanded youth employment programs were noted as a special emphasis of Mayor Brown. The recent expanded efforts by Children's Fund programs in meeting health care needs of children and youth were also discussed.

NOMINATION OF COMMISSION OFFICERS FOR 2000

President Llorente indicated a willingness to again serve as Commission President during 2000. It was suggested by Commissioner Streets that Vice President Higueras would also be willing to continue in office. No other nominations were offered

MOTION: by Commissioner Chin, 2nd by Commissioner Steiman nominating Commissioner Llorente for President of the Library Commission for 20000.

Public comment: none offered

MOTION: by Commissioner Steiman, 2nd by Commissioner Chin nominating Commissioner Higueras for Vice President of the Library Commission for 20000.

Public comment: none offered

SUPPLEMENTAL APPROPRIATION

Library Finance Director Mr. George Nichols gave a presentation concerning a request for a supplemental appropriation of $219, 853 from unappropriated balances from a Chinatown Branch bond account to engineer and install an air conditioning system at the Chinatown Branch. The total cost of the project was pegged at $314,000, with the difference of $92,147 in appropriation balances left over in a bond fund capital account for the Chinatown Branch. Mr. Nichols discussed the long-standing problems experienced by patrons and staff at the Chinatown Branch with a lack of temperature control. Surveys by the Department of Public Health demonstrated the need for an air conditioning system. It was emphasized that all of the funding was available from unexpended fund balances dedicated to the Chinatown Branch.

Public comment: An anonymous member of the public expressed difficulty in understanding the sources of the funds described, recounted the problems with project cost overruns at the Chinatown Branch, and recalled neighborhood concerns with the building footprint and noise generated by the existing heating and ventilation system. It was further questioned as to the actual sources for the proposed funding for the project. Mr. Peter Warfield express skepticism concerning the information explaining the problem at the Chinatown Branch requiring remedy. He asked if these funds could be used for other library needs and projects and regarding possible future cost considerations created by installation and use of the new equipment. Mr. Andre Spearman, Local 790 spoke in favor of installing air conditioning noting a long history of staff and patron complaints about air quality at the Chinatown Branch.

Responding to Commissioners Steiman, Streets, and Swig, Mr. Nichols explained that the identified funding was entirely within unexpended dedicated funds tied to the Chinatown Branch, that as earmarked state grant funds they could only be used for projects at Chinatown, and that Chinatown was the only branch experiencing this kind of problem. Commissioner Steiman reported personal experience of these problems while visiting the branch herself.

MOTION: by Commissioner Steiman, 2nd by Commissioner Swig to approve the supplemental appropriation and forward the request to Board of Supervisors for their approval.

ACTION: 6-0 Aye (Chin, Coulter, Llorente, Steiman, Streets, and Swig)

RESOLUTION IN SUPPORT OF PROPOSITION 14

The Deputy City Librarian, Ms. Hildreth gave an extensive presentation on the effort statewide to gain approval of Prop. 14, the proposed California Reading and Literacy Improvement and Public Library Renovation and Improvement Bond Act of 2000 and other state legislation providing additional funding for California libraries. Ms. Hildreth called attention to a resolution (copy attached) of support for Prop. 14 and explained various other legislative goals at both the legislature and before Congress. Ms. Hildreth noted that $1.6 million in Public Library Funds could be made available to the San Francisco Public Library if fully funded by the Legislature. She also noted the importance of the significant amounts of new library funding that could be made available if the proposed legislative agenda were to be approved.

Public comment: Ms. Deborah Doyle of the Friends and Foundation expressed strong support for Commission approval of the Resolution and adoption of Prop. 14 by the voters.

Deputy City Attorney Adine Varah recommended that the Commission address this item in two motions.

MOTION: by Commissioner Steiman, 2nd by Commissioner Chin to approve the Resolution supporting the legislative agenda and forward it to the Board of for their approval.

Public comment: none offered.

ACTION: 5-0 Aye (Chin, Llorente, Steiman, Streets, and Swig) 1 Abst. (Coulter)

Commissioner Coulter requested and was granted permission to recuse himself from voting on this issue in light of a potential for conflict of interest.

MOTION: by Commissioner Chin, 2nd by Commissioner Steiman to approve the Resolution supporting Prop. 14 and forwarding it to Board of Supervisors for their approval.

Public comment: none offered.

ACTION: 6-0 Aye (Chin, Coulter, Llorente, Steiman, Streets, and Swig)

LABOR UNION REPORT

Mr. Andre Spearman, Local 790 SEIU expressed the union's support for the proposed schedule of public service hours. He also noted the commitment of library employees to working to address issues of importance to children. Mr. Spearman lauded the exemplary leadership shown by Ms. Susan Hildreth during the absence of Ms. Minudri.

Public comment: none offered

NEW BUSINESS

None offered

PUBLIC COMMENT

An anonymous member of the public spoke further concerning an underlying dynamic reflecting action taken before and after litigation, observing "don't know' was the most common response to questions at the Prop. E Hearings, and that public comment offered at the Prop. E Hearings had meaning despite the few members of the public who attended them.

ADJOURNMENT

MOTION: by Commissioner Steiman , 2nd Commissioner Swig that the Commission adjourn its meeting in memory of the late George Cerasi, Commission Secretary from 1974 to 1984.

Public comment: An anonymous member of the public mentioned that he had known Mr. Cerasi and wished to say something nice concerning his work for the Commission.

ACTION: 6-0 Aye (Chin, Coulter, Llorente, Steiman, Streets, and Swig)

The meeting was adjourned at 7:59PM

Michael Housh, Library Commission Secretary 1/6/00

Please note: Copies of Commission Minutes and handouts are available in the Office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102